

TRAIN-THE-TRAINER WORKSHOP

RUBY NEWELL-LEGNER, CERTIFIED SPEAKING PROFESSIONAL



Illinois Park and Recreation Association
1815 S. Meyers Rd., Suite 400
Oakbrook Terrace, IL 60181
P: 630/376-1911
F: 630/376-1919

MARCH 20-21, 2007 ■ 8:00 AM – 5:00 PM EACH DAY
ROLLING MEADOWS PARK DISTRICT (NEAR CHICAGO)
3000 CENTRAL ROAD. ROLLING MEADOWS. ILLINOIS

WHO SHOULD ATTEND?

Human Resource or training specialists and supervisors in charge of making sure their staff is trained will benefit from this program. This workshop is not only for trainers! Whether you're presenting to senior management, a board of directors or council members, making a budget presentation, giving a speech, or speaking to your peers, **this workshop gives you the key skills and confidence in presenting material that guarantees success.**

PROGRAM OUTLINE:

To stay competitive, productive, and profitable successful organizations must recognize the need for ongoing, results-driven training programs. Don't leave your staff development to chance. **Send your leaders to this powerful training which will enable them to grow your organization and prosper with newfound skills.**

A well thought out, well-delivered employee training program can make a substantial difference in your future. Are you ready to bring on new staff and develop the ones who are already part of your team?

Come learn how to design, deliver, and evaluate your training program for maximum effectiveness. Leave with a complete training outline that can be used immediately for a new employee orientation program.

PRESENTATION SKILLS:

How often have you admired and envied those who make presentations with ease and confidence? Do you wish you had the talent to motivate, persuade, and hold the attention of a group? You can do that and more! Take specific steps to overcome the fear of speaking or to develop your presence in front of a group. Learn the essentials of planning your presentation. Rehearse the way that best brings you ultimate presentation success.

Dynamic presentations and speaking are not strictly for talented "naturals." Now join their ranks – with this outstanding workshop. These are the guaranteed first steps to getting noticed and getting ahead on the job.

In this workshop you will learn how to put together presentations that are:

- Well-constructed
- Engaging and entertaining
- Pleasing to the eye
- Properly paced
- And, unmistakably clear in their message

This powerful seminar puts the latest trends and techniques at your fingertips. Whether you've been training for a while or never stepped onto a platform before, this workshop will show you how to build confidence, engage your audience, and leave your participants praising you as a trainer and speaker.

TESTIMONIALS FROM PREVIOUS ATTENDEES:

-- I wanted to thank you so much for making me change for the better – with a better understanding of employee recognition, training, and, most of all, the tools to make presentations successful in my job.

-- The notebooks were very helpful. Your notebook was full of good information and you had lots of content!!!

-- We will be moving towards educating our community so they will support a referendum in the next few years and these presentation skills will help me to get my point across better and demonstrate the benefits to our community.

-- The handouts and resources were phenomenal. The binder of information has become my "bible!" I have never felt the way that I do after attending a workshop. Thanks Ruby!

PARTICIPANTS IN THIS WORKSHOP WILL:

- Determine the critical elements of an effective employee training program
- Recognize important elements in preparing the learning environment
- Design training that influences learners and their co-workers
- Learn presentation skills and speaking techniques that will help you stand up and speak with confidence
- Dramatically increase the impact and effectiveness of your delivery methods
- Discover rehearsal techniques to eliminate nervousness and anxiety
- Overcome the fear of using presentation equipment
- Develop "team spirit" and camaraderie among participants and heighten their learning experience
- Understand how important a new employee orientation training program is to an organization
- Learn smart strategies to make training and orientation as quick and easy as possible
- Broaden your repertoire with new options and techniques to go beyond "that's the way we have always done it"
- Select the most effective instructional methods
- Identify cost-effective ideas for promoting a quality training program
- Design educational sessions that motivate participants to apply their new knowledge in the workplace
- Improve your training skills and make long-lasting improvements in employee performance
- Avoid distracting habits that can have a negative impact on your presentation
- Utilize "cheat sheets" to keep you focused on your outline
- Study alternatives you can tap when "formal" training isn't possible
- Design follow-up activities to training to continue the learning cycle
- Identify delivery strategies that encourage participant involvement
- Enhance your speaking skills so that you'll leave a polished, professional image
- Learn how to use eye contact, gestures, facial expressions, and movement to enhance your delivery
- Study the unique qualities of adult learning and how to foster accelerated learning
- Use dynamic attention getters and energizers that will keep your participants focused and learning
- Help transform dry material and lectures into enjoyable, interactive experiences
- Learn innovative ways to make your training programs lively and memorable
- Create analogies and metaphors that make your delivery more powerful
- Formulate review techniques that increase learner retention
- Prepare yourself to handle even the toughest question-and-answer session
- Understand how to handle challenging participants and difficult situations
- Discover the most important 60 seconds of any presentation
- Design icebreaker activities to create a positive learning environment
- Help trainees apply knowledge and skills back at their workplace long after the training session is over
- Increase involvement in training programs throughout your organization, from top to bottom

RUBY NEWELL-LEGNER, CERTIFIED SPEAKING PROFESSIONAL

Ruby Newell-Legner, Certified Speaking Professional, founded RubySpeaks, Inc. in 1994 with a singular mission: to provide the hands-on training employees need to create a more productive work environment where everyone can excel on the job. Over the last decade, she has presented more than 1,600 programs in nine countries and has shown tens of thousands of participants how to quickly improve workplace performance. Her experience working with over 300 municipal park and recreation agencies and special districts will be demonstrated throughout her program.

Ruby's background includes over two decades as a coach, teacher, and recreation facility manager. Today, she is a Certified Speaking Professional, a designation bestowed by the National Speakers Association to less than 400 speakers in the world.

Her expertise as a presenter earned her the privilege of training the Guest Relations Staff at Dolphin Stadium for Super Bowl XLI and she is working with the venues hosting the 2010 Olympics in Vancouver, British Columbia, Canada.



Ruby Newell-Legner, CSP – RubySpeaks, Inc.
303-933-9291 ▪ www.RubySpeaks.com

HOTEL INFORMATION

Embassy Suites Hotel Chicago – Schaumburg/Woodfield (847-397-1313)

Rate = \$143 (approximate)

Distance from Rolling Meadows Park District = 1.5 miles; Distance from O'Hare = 8 miles; Distance from Midway = 42 miles

Doubletree Hotel Chicago – Arlington Heights (847-364-7600)

Rate = \$135 (approximate)

Distance from Rolling Meadows Park District = 2.5 miles; Distance from O'Hare = 8 miles; Distance from Midway = 30 miles

Doubletree Hotel Chicago/Schaumburg (847-605-9222)

Rate = \$125 (approximate)

Distance from Rolling Meadows Park District = 2.5 miles; Distance from O'Hare = 18 miles; Distance from Midway = 40 miles

Hampton Inn Chicago/Schaumburg (847-619-1000)

Rate = \$130 (approximate)

Distance from Rolling Meadows Park District = 2.5 miles; Distance from O'Hare = 13 miles; Distance from Midway = 35 miles

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REGISTRATION FORM – REGISTER ONLINE AT WWW.IIPRA.ORG!
(PLEASE COMPLETE A SEPARATE REGISTRATION FORM FOR EACH ATTENDEE.)

PLEASE REGISTER ME AS A/AN:

- | | | | |
|---|-------|--|-------|
| <input type="checkbox"/> IPRA Member – Before March 9 | \$295 | <input type="checkbox"/> Non-Member – Before March 9 | \$405 |
| <input type="checkbox"/> IPRA Member – After March 9 | \$345 | <input type="checkbox"/> Non-Member – After March 9 | \$455 |
|
 | | | |
| <input type="checkbox"/> CEU | \$5 | | |

MY PRIMARY REASON FOR ATTENDING THIS WORKSHOP IS (PLEASE CHOOSE ONE):

- Creating an Orientation Program **OR** Developing Presentation Skills

CANCELLATION POLICY:

Cancellations must be submitted in writing and received by March 9, 2007 in order to receive a refund less a service charge of \$25 for IPRA members and \$35 for non-members. **No refunds will be granted for cancellations received after March 9, 2007.**

NAME	TITLE
AGENCY	EMAIL ADDRESS
STREET ADDRESS	
CITY, STATE, ZIP	PHONE/FAX
MY ACCESSIBILITY/ACCOMMODATION REQUIREMENTS ARE:	

METHOD OF PAYMENT

Check # _____ (Please make checks payable to IPRA.) PO# _____ Visa MasterCard

Name on Credit Card _____ Credit Card Number _____ Expiration Date _____

Signature _____ Amount Charged _____

PLEASE COMPLETE THIS FORM AND SUBMIT, WITH PAYMENT, TO:

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