

*confidence-builder*

*interactive*

*fast-paced*

*comprehensive*

*systematic*

*dynamic*

*fun*

*practice*



*developing*

**LEARNING & PERFORMANCE**  
*professionals*

**HAROLD D. STOLOVITCH & ASSOCIATES**  
**LEARNING & PERFORMANCE SOLUTIONS**





*We have trained thousands of trainers, instructional designers and performance consultants at leading organizations throughout North America, Europe and Asia. We know what it takes to develop competencies and instill confidence. Our systematic approaches are standards for excellence in organizations worldwide.*

*systematic fast-paced fun confidence-builder*

## Professional Development Curriculum

The HSA PROFESSIONAL DEVELOPMENT CURRICULUM can help you and your staff to grow/develop your training delivery, instructional design and performance consulting competencies. This leads to valued workplace results — better training, more effective learning, transfer of learning to the job and improved performance.

Our learner-centered, performance-based curriculum helps learners at any entry level. Novices develop core skills that build competence and confidence. More experienced professionals broaden their repertoire of skills and the depth of their knowledge.

HSA in-house workshops produce the best transfer of learning results. By building a common language and set of competencies, the organization acquires the critical mass required to effect improvements.

With HSA's seminars, your people will develop the competencies and confidence to create and deliver training and performance support internally or outsource with more effective vendor selection and management.

## Training DELIVERY

### Train The Trainer

The two-day Train The Trainer (T3) workshop provides training delivery basics to managers, supervisors and/or specialists whose jobs include training other people. It is aimed at those who have no formal background in training. Participants learn how to create and deliver training sessions that include sound adult learning and design principles as well as effective training techniques. Participants apply a five-step model for structuring training sessions, try out a variety of techniques for livening up instruction and create and use visual aids to enhance learning. Video practice and feedback are workshop highlights.

### Training Delivery Seminar

The three-day Training Delivery Seminar (TDS) is aimed at those who have had little or no formal background in training and who now have significant training responsibilities. In addition to the content covered in the T3 workshop, TDS participants learn how to use interactive teaching/learning methods, apply techniques to manage difficult participants and develop strategies to evaluate training results. Participants are also trained on the use of an instructor evaluation instrument to improve their performance on an on-going basis.



*interactive*

*flexible*

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## *Instructional* **DESIGN**

### **Engineering Effective Instruction**

Engineering Effective Instruction (EEI) is an intensive five-day course that provides instructional design basics to individuals whose job includes analysis, design, development, evaluation and production of training materials and courses. Participants learn how to apply a systematic process for creating effective classroom, self-directed or technology-based training. The participant manual is a comprehensive reference complete with job aids for on the job support.

### **Systematic Course Development**

Systematic Course Development is a three-day workshop (based on EEI) that provides instructional design basics to individuals with technical expertise.

### **Technology-Based Learning**

This two-day seminar builds basic skills to create computer-mediated instruction: e-learning, CD-ROM, CBT, interactive distance learning. It requires prerequisite instructional design skills that can be obtained through EEI or Systematic Course Development.

## *Performance* **CONSULTING**

### **Front-End Analysis**

Front-End Analysis (FEA) is a one-day highly interactive workshop providing participants with models, tools and examples for handling training requests from a "performance" perspective. Participants acquire the basic skills to analyze and document a request for training and prescribe suitable performance interventions. They also learn to calculate return-on-investment for learning and performance projects.

### **Front-End Analysis & Performance Consulting**

More and more, 21st century companies are transforming their training entities into learning and performance support organizations. This two-day seminar includes material from the one-day FEA seminar plus much more. It guides participants through a thinking and decision-making process that sets the foundation for becoming true learning and performance consultants.

***HSA will customize its training delivery, instructional design and performance consulting seminars to meet the specific needs of your organization.***

**We train the people who train your people.  
Competence, confidence, caring.  
We make it happen.**

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## About HSA and Our Seminars

HSA is a leader in workplace performance improvement. Our proven learning and performance solutions have helped maximize employee performance at hundreds of organizations throughout the world.

We have designed each workshop on the basis of solid scientific learning and performance principles and successful professional experience. HSA seminars are highly interactive. Through systematic practice, they guide participants to acquire instructional design, training delivery or performance consulting skills. Participants practice and receive feedback throughout the seminars. During the "hands-on" workshops they have the opportunity to apply new skills to real world projects.

HSA seminar leaders are experienced professionals with sound academic backgrounds. They have expertise in training and development research, teaching and consulting with business and industry. Our instructors have written books and articles on a variety of topics related to improving human performance and have won awards for their work in the field.

HSA seminar leaders consistently receive outstanding evaluations from participants who later produce positive results in their organizations. HSA seminars are available in both English and French.

## What Our Participants Say

*"Builds skills. Builds confidence."*

*"Fun. Teamwork. Packed. Great! It's a tight, full course that has given me both skills and confidence."*

*"A great skill building course. Lots of practice and feedback."*

*"The reference manual is terrific. The job aids and templates have saved us a lot of time and money back on the job."*

*"Practical skill development with a healthy dose of theory."*

*"Great real world cases."*

*"Terrific ROI for one day of training."*

*"A perfect fit with our training department's new direction."*

*"Fun, fast-paced and full of great ideas."*

*"Now that I've taken this seminar, I can't imagine how I trained without it.."*