



COURSE OUTLINE

# ELEVATE

## The Essentials of Training Adults



**TWO ROW**

HEALTH & SAFETY TRAINING

ELEVATE: The Essentials of Training Adults

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# ELEVATE: The Essentials of Training Adults

Online course: \$250.00\* per person

Timeline: 5-6 hours online

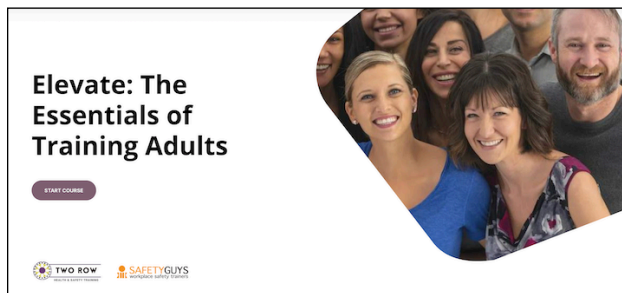
\* Taxes extra.

As trainers, we understand the importance of continuous learning and development, and we are committed to providing you with the knowledge, skills, and tools necessary to design, deliver, and evaluate effective training programs for adult learners.

Throughout this "Train the Trainer" program, we will cover various topics designed to help you elevate your teaching abilities so you can engage a class and improve your students' retention rates. We'll start by discussing how we learn and remember things to acquire new skills.

Then, we'll discuss the essentials of adult learning principles, the basics of instructional design, how to use communication and presentation methods, and finally, how to use assessment and evaluation tools.

## Two Row online courses are narrated by a real human!



[PREVIEW THIS COURSE](#)

Cameron MacDuffee is a member of our safety team, and also happens to be a very talented actor, singer and musician from Prince Edward Island.

You can choose to listen to Cam as he guides you through the training or read along quietly at your own pace.

Works best with Google Chrome.

# Course Outline

## **ELEVATE: The Essentials of Training Adults**

Timeline: 5-6 hours online

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MODULE	CONTENT
<b>Introduction</b>	<ul style="list-style-type: none"><li>• Employers, Supervisors &amp; Workers</li><li>• Internal Responsibility System</li><li>• Hierarchy of Control</li></ul>
<b>Adult Learning Principals</b>	<ul style="list-style-type: none"><li>• How long does it take to learn something new?</li><li>• How do we learn?</li><li>• Understanding adult learners</li><li>• Adult learning styles - are they real?</li><li>• The Power of Positive Reinforcement</li><li>• Maximize Training for Young Workers</li><li>• Literacy</li></ul>
<b>Program Design</b>	<ul style="list-style-type: none"><li>• Program Design</li><li>• How to use ADDIE for program design</li><li>• Creating inclusive training</li><li>• AODA Design</li></ul>

MODULE	CONTENT
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Listen to Understand</li> <li>• Speak with Intention</li> <li>• Move Your Body</li> <li>• Embrace your Inner Stand-Up</li> </ul>
<b>The Classroom</b>	<ul style="list-style-type: none"> <li>• Create a Learning Atmosphere</li> <li>• Control the Distractions</li> <li>• Arranging Chairs</li> </ul>
<b>The Presentation</b>	<ul style="list-style-type: none"> <li>• Practice Does Make Perfect</li> <li>• Tips for preparing</li> <li>• Make a Great First Impression</li> <li>• Don't Derail the Data</li> <li>• Coping With Presentation Nerves</li> <li>• Fostering collaboration and interaction</li> <li>• Dealing With Questions</li> </ul>
<b>Handling Difficult Situations</b>	<ul style="list-style-type: none"> <li>• Dealing with Challenging Participants</li> <li>• If you say the wrong thing</li> <li>• Handling Technical Issues</li> </ul>
<b>Assessment and Evaluation</b>	<ul style="list-style-type: none"> <li>• Evaluation Methods</li> <li>• Incorporating practical assessments</li> <li>• Evaluating Unsafe Acts</li> <li>• Record Keeping</li> </ul>

# Train-the-Trainer Packages

Are you passionate about creating a safe and healthy work environment? Do you thrive on educating and empowering others to prioritize safety in the workplace? Would you like the opportunity to incorporate your culture and beliefs into a custom training solution for your community? If so, then becoming a Two Row training provider is the perfect opportunity for you! As a safety trainer, you will play a crucial role in promoting a culture of safety and preventing workplace accidents and injuries.

**Here are several compelling reasons why you'll want to work with us:**

- 1. Make a Difference:** As a safety trainer, you'll have the opportunity to make a meaningful impact by helping to keep your employees safe and healthy. By providing valuable training and guidance, you can prevent accidents, reduce injuries, and save lives.
- 2. Personal Development:** You'll deepen your knowledge of safety regulations, practices, and procedures, enhancing your expertise in this critical area. Plus, you'll develop valuable skills in communication, teaching, and leadership.
- 3. Be a Leader:** Safety trainers are respected leaders within their organizations, serving as role models and advocates for safety excellence. You'll have the chance to lead by example, inspiring others to prioritize safety in everything they do.
- 4. Variety and Challenge:** No two days are the same as a safety trainer. You'll enjoy a diverse range of responsibilities, from developing training programs and conducting workshops to recommending safety improvements.
- 5. Contribute to Success:** Safety is essential for the success of any organization. By becoming a safety trainer, you'll directly contribute to your company's success by minimizing risks, increasing productivity, and protecting the most valuable asset—the employees you work with.
- 6. Fulfillment and Satisfaction:** There's immense satisfaction in knowing that you're making a difference in the lives of others. You'll experience the fulfillment that comes from helping to create a workplace where everyone feels safe, supported, and empowered to succeed.

# Start the Journey

Joining our team as a safety trainer is not just a job—it's a meaningful and fulfilling opportunity to play a vital role in protecting the well-being of your employees and ensuring the success of your organization. Apply now by emailing us and embark on a rewarding journey as a safety trainer!

- 1 Apply.
- 2 Complete "Elevate: The Essentials of Training Adults".
- 3 Attend the instructor-led session for your selected course.

## Who is the Ideal Candidate?

To be a safety trainer, you must be competent in the subject matter you wish to train, and be passionate about helping people.

This typically involves developing a combination of skills, knowledge, and attitudes that enable you to perform effectively in your role.

**However, we feel it is equally important that you have the "x" factor.**

You must love teaching, are patient, kind and treat all people with respect as they begin to learn the ins and outs of mandatory safety programs.




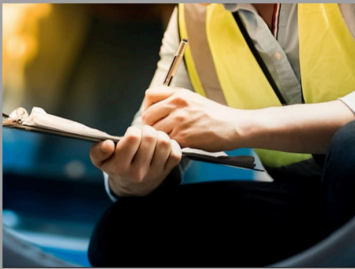


If a candidate is great with people, but needs additional training in the subject matter, we are willing to work with them through a customized training package.

The Occupational Health And Safety Act defines a "Competent Person" as: A person who is qualified because of knowledge, training, and experience to organize the work and its performance; a person who is familiar with this Act and the regulations that apply to the work; and a person who has knowledge of any potential or actual danger to health or safety in the workplace. Our training and your continued practice will allow you to develop your skills and talents and help you reach your full potential.

# Course Options for Training Providers

Train-the Trainer is currently available for the following courses.

If you do not see the course you need, please reach out so we can discuss the development of a custom course for your community or organization.

 ▼ <b>WORKING AT HEIGHTS</b>	 ▼ <b>FORKLIFT FUNDAMENTALS</b>	 ▼ <b>MEWP: SCISSOR LIFTS</b>
 ▼ <b>JOINT HEALTH &amp; SAFETY COMMITTEE</b>	 ▼ <b>SUPERVISOR AWARENESS</b>	 ▼ <b>CONFINED SPACE ENTRY &amp; AWARENESS</b>

## You Receive Ongoing Support

We are here to answer questions and provide ongoing support and coaching. Two Row Health and Safety is dedicated to providing multiple training options so you can continue to learn and grow as an instructor. We can reach you where you are. Ongoing instruction and coaching can be available in person, by phone, online, through distance learning, or enhanced with virtual reality training.



# Train-the-Trainer Pricing

COURSE	COST	MATERIALS COST
<b>Online Training: The Essentials of Training Adults</b>	\$250.00	This course is mandatory training before taking any train-the-trainer course.
<b>Working at Heights 3 Days</b>	\$3000.00	<ul style="list-style-type: none"> <li>• Training Manuals Package: \$1460.00</li> <li>• Fall Protection Equipment: \$5450.00</li> </ul>
<b>JHSC 3 Days</b>	\$3000.00	<ul style="list-style-type: none"> <li>• Training Manuals Package: \$1460.00</li> </ul>
<b>MEWP: 3 Days Scissor Lift and Articulating Boom</b>	\$2835.00	<ul style="list-style-type: none"> <li>• Training Manuals Package: \$1460.00</li> </ul>
<b>Forklift 2 Days</b>	\$1890.00	<ul style="list-style-type: none"> <li>• Training Manuals Package: \$1460.00</li> </ul>
<b>Supervisor Awareness 2 Days</b>	\$1890.00	<ul style="list-style-type: none"> <li>• Training Manuals Package: \$1460.00</li> </ul>
<b>Confined Spaces 2 Days</b>	\$1890.00	<ul style="list-style-type: none"> <li>• Training Manuals Package: \$1460.00</li> </ul>
<b>1 DAY Courses: WHMIS, Violence &amp; Harassment, or LOTO</b>	\$945.00	<ul style="list-style-type: none"> <li>• Training Manuals Package: \$1460.00</li> </ul>

\* The initial cost of the Training Manuals Packages includes 12 reusable Participant Manuals and an Instructors Manual. These are spiral bound and printed in full colour. You also receive Handout Packages for 10 students.

\* **Handout Package per Student:** Workbook, test, wallet card, and required handouts form the Handout Package. Additional packages can be ordered separately at a cost of \$35.00 each (Taxes and Shipping extra).

# Contact Us

## Glenda “Sam” Maracle

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Executive Director

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Sam is the Executive Director of ALFDC and a partner in Two Row Health and Safety.

Sam works with our team to promote our health and safety services to First Nations, Métis and Inuit communities.

## Paul Van Belle

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Safety Guys President

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(613) 583-6941

Paul is the president of Two Row’s training partner, Safety Guys Workplace Safety Training.

## Brenda Van Belle

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Program Coordinator and

Instructional Designer

[Brenda@tworowsafety.ca](mailto:Brenda@tworowsafety.ca)

Brenda works hand-in-hand with Paul and Sam to ensure a seamless client experience. She can help you with questions about custom training materials for your company.

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