Description

CompTIA CTT+ certification validates a range of skills, including preparation, presentation, communication, facilitation and evaluation in both, a classroom and virtual classroom environment.

Two exams are necessary to be certified: CompTIA CTT+ Essentials, and at least one of the two designations: Classroom Trainer or Virtual Classroom Trainer. The exam covers planning prior to the course, methods and media for instructional delivery, instructor credibility and communications, group facilitation and evaluating the training event.

Course Outline

1.Adult Learning
- Acknowledge Characteristics of Adult Learners
- Understanding Adult Learning Styles
- Comprehending Models for Adult Learning

2.Preparing for a Class
- Preparing Your Lesson Plan
- Chunking Information
- Using Icebreakers
- Deciding on Presentation Methods
- Using Examples and Analogies
- Using Humor
- Using Visual Aids
- Using the Appropriate Visual Aid
- Dealing with Varying Skill Sets
- Refining Your Plan
- Creating a Learning Environment

3.Delivering the Class
- Developing Communication Skills
- Using Your Body Effectively
- Building Rapport with Eye Contact
- Deciding on Presentation Methods
- Understanding Proxemics
- Developing Your Voice
- Watching Your Vocabulary
- Active Listening
- Barriers to Effective Communication
- Overview of Questioning
- Understanding Questioning Techniques
- Answering Questions
- Presenting Concepts
- Managing Difficult Behaviours

- Ending the Training Session

4. Feedback and Evaluation
- Overview of Feedback
- Types of Feedback
- Guidelines for Giving and Receiving Feedback
- Using Questioning Techniques to Elicit Feedback
- Encouraging Feedback
- End-of-Course Evaluations
- Performing Self-Feedback

5. Resource Materials and Information
- CTT+ Examination Objectives
- MCT Certification
- CTT+ Certification
- Learning Style Inventory
- Scoring the Learning Style Inventory
- "Learning by Experience" Model Worksheet
- "Learning by Doing" Model Worksheet
- Sample End-of-Course Evaluation 1
- Sample End-of-Course Evaluation 2
- Sample End-of-course Evaluation 3
- Sample Self – Evaluation Form
- Sample Peer – Feedback Form
- Relaxation Exercise
- Caring for Your Voice
- Suggested Books
- Magazines and Trade Journals
- Web Sites
- Trade Organizations
- Sample Pacing Guide for a Class
- Sample Teacher's Notes
- Sample Presentation Evaluation Form
- Review Question Answer Key