



DATES

November 11 - 12, 2019
Monday - Tuesday
8:30 am - 4:30 pm

PROGRAM FEE

Php 11,800.00 (Early Eagle Rate
until Oct. 28)
Php 12,800.00 (Regular Rate)

HOW TO REGISTER Online

www.cce.ateneo.edu

Email

sales.cce@ateneo.edu

Call

(+632) 840.2770

Schedules and prices may
change without prior notice.

Designing and Facilitating Adult Learning

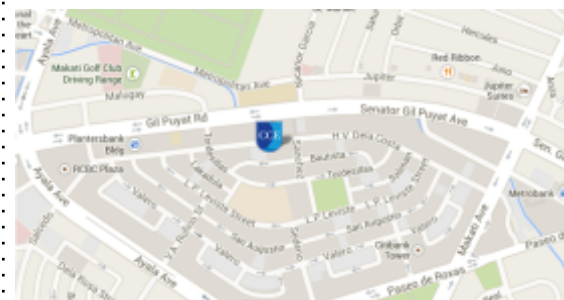
Empowered Trainer's Development Program Series

Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

Venue:

Ateneo de Manila University - Salcedo Campus
3/F Ateneo Professional Schools Bldg.
130 H.V. Dela Costa St., Salcedo Village,
Makati City, Philippines



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July 30, 2019



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS



human resources management

Designing and Facilitating Adult Learning

Empowered Trainer's Development Program Series



CENTER FOR CONTINUING EDUCATION

A well designed training program consists of the formulation of terminal objective based on the results of the training need analysis. *Designing and Facilitating Adult Learning* further includes identification of the most effective training methodologies and audio-visuals, proper scheduling of activities, and other factors critical to the success of the workshop.

In this program, the function of the facilitator to ensure learning becomes meaningful and easier for both the learner and mentor. The speaker who transforms into a facilitator can stimulate individual and group participation through appropriate learning methodologies, command attention with effective audio visuals, enrich learning by asking and responding to questions, and process learning and application through structured learning experiences.

Designing and Facilitating Adult Learning

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objectives

After the course, you will:

1. Design an actual training program based on the prescribed guidelines;
2. Evaluate and select most appropriate training methodology suited to the design, schedule, and/or level of participants;
3. Identify the four roles of a facilitator together with its behavioral applications; and
4. Facilitate actual structured learning experience through the application of experience-sharing, processing, generalizing and applying guidelines.

who should attend

The program is designed for training and organizational development specialists, entry level training officers, managers and supervisors who are directly involved in staff and/or unit development, and to non-HR persons who need to learn and understand training functions and processes.



resource person



MR. ARMANDO T. BONGCO, JR. is a Professional Management and Organization Development Consultant specializing in leadership supervisory and management development, strategic planning, performance management, coaching and counseling, training and development, human resource for line leaders, and organization transformation.

He was a Consultant and HRDG Manager of United Laboratories, Inc., Senior Manager for Organization Development and Training Manpower Department of First Holdings Group of Companies, Head for Manpower Training and Development Department of the Human Resources Division of Ayala Group of Companies, and Staff Planning Assistant for the Human Resources Division- San Miguel Corporation.

Mr. Bongco was trained and certified as an official instructor for Problem-Solving and Decision-Making Program by Kepner and Tregoe, Inc., Interaction Management by Development Dimension International, Inc., and Problem Solving and Decision Making by Decision Processes, Inc. He participated and completed numerous seminars conducted by leading foreign and domestic consultancy firms in various areas of HRM.

program content

- I. Introduction and rationale**
 - A. Review D. Kirkpatrick's training cycle
 - B. Framework for linking training needs analysis to desired results
- II. Considerations for designing the program**
 - A. Principles of a good design
 - B. Steps in designing a program
- III. Formulating behavioral objectives**
 - A. Kinds of objectives
 - B. Requirements for terminal objectives
 - C. Application: Writing terminal objectives
- IV. Writing the lesson plan**
 - A. Rationale/kinds of plans
 - B. Elements of a lesson plan
 - C. Samples of lesson plans
- V. Utilizing effective audio visuals**
- VI. Selecting most appropriate training methodology and approach**
 - A. Kinds of methodologies
 - B. Advantages/limitations of each methodology
- VII. Adult learners and the structured learning experience (SLE) facilitator**
 - A. Managing learners in SLE's
 - B. Functions of the SLE facilitator (Assessing application of functions – self-evaluation questionnaire)
- VIII. Guidelines in Facilitating SLE's**
 - A. Grouping
 - B. Choosing group leaders
 - C. Assigning tasks/roles
 1. Giving assignments
 2. Having the spokesperson and recorder
 3. Choosing the observer
 - D. Monitoring of discussions
 - E. Questioning
 - F. Co-facilitating
 1. Advantages and disadvantages
 2. Dangers to avoid
 3. Co-facilitator's inventory
 - G. 5 C's for facilitation
 - H. Handling problem participants
- IX. Experiencing the SLE: Do you follow instructions?**
- X. Application: Facilitating a structured learning experience**