



The Nevada Registry: Trainer News - October 2012

The purpose of learning is growth, and our minds, unlike our bodies, can continue growing as we continue to live. – Morimer Adler, American Philosopher

Dear Trainer,

Welcome to the 2nd edition of the Trainer News!

Whether you are a seasoned trainer or just getting started, becoming (and remaining) an effective instructor of adult education requires practice and a commitment to lifelong learning. This issue of the Trainer News is dedicated to providing you with tips and ideas to incorporate into your next training as well as tips for successfully navigating Nevada's training approval system.

Did You Know?

- The deadline for mandatory participation is just 69 days away.
 - The Nevada Registry membership has grown to over 4,900 active members.
 - 96% of active Registry members work in direct service positions.
 - 4,733 trainings have been submitted for approval since January 1, 2012.
 - Currently 868 trainers and sponsors are registered with The Nevada Registry.
 - 448 of registered trainers are ECE trainers (individuals working in ECE and/or have a formal education in ECE).
 - 77% of registered ECE trainers work in direct service capacities.
 - 51% of registered ECE trainers have an AA degree or higher.
- an important reminder about mandatory participation with the Registry.

Reminder! Upcoming Office Closures

As a reminder, training approval requests will not be accepted between Monday, December 17, 2012 and Monday, December 31st. Our office will also be closed December 24th – December 31, 2012. Please plan accordingly to ensure that all of your requests are submitted by 4 pm on Friday, December 14, 2012. Trainings will not be post-approved.

Teaching Children and Adults: One Size Does Not Fit All

There are many differences between how children and adults learn. Understanding these differences will increase your effectiveness as a trainer. Keep this in mind when preparing training for adult learners:

- Whereas children rely on others to decide what is important to be learned, adults decide for themselves what is important.
- Whereas children accept information at face value, adults need to validate information based on their own beliefs and experience.
- Whereas children expect learning to be useful in the future, adults expect to be able to apply what they learn immediately.
- Whereas children have little or no experience to draw from; adults have a lifetime of experiences to share.
- -Whereas children have limited ability to serve as a resource to the teacher; adults have a significant ability to serve as a knowledgeable resource to the trainer and others in the training.

For more information about how adults learn best, check out this [resource](#).

Lifelong Learning Means Lifelong Growth

To be effective, trainers must possess knowledge of basic adult learning principles and the ability to implement those practices in their own trainings. It also requires a commitment to staying abreast of the latest research in the field as well as the willingness to own trainings. It also requires a commitment to staying abreast of the latest research in the field as well as the willingness to reflect upon your own practice in order to continually improve your training delivery and style. We have come up with a list of 20 tips designed to help you effectively plan and carry out training that is aligned with adult learning principles while at the same time ensuring your trainings are in accordance with The Nevada Registry's [Ethical Obligations and Professional Responsibilities for Trainers/Sponsors](#). A few tips are highlighted below. [View the complete list of tips](#).

- Submit each training to The Nevada Registry for a unique approval code at least two weeks prior to the date of training.
 - Be prepared. Arrive early to set you for your training and to allow yourself time to address any logistical problems (door is locked, heating/air conditioning isn't working, you computer won't turn on, etc.). Set a professional example by being ready before the first participant arrives.
 - Greet each person as they arrive.
 - Start on time.
 - Present information that is respectful and inclusive of diverse cultures.
 - Encourage discussion and interaction from all participants.
 - Engage participants in relevant activities and be mindful of different learning styles.
 - Provide an evaluation form at the end of your training to solicit feedback. Feedback is the best way to determine what is working well and to identify areas where additional growth is needed.
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Break the Ice at Your Next Training

Ice Breakers can be an effective way to start a training session. They can help participants get to know each other and often create buy-in to the purpose of the training. Ice breakers are frequently used when people who do not usually work together, or may not know each other at all, meet for a specific, common purpose; in this case, to learn something new. Consider using an ice breaker when:

- Participants come from different backgrounds.
- People need to bond quickly so they can work towards a common goal.
- The topics you are discussing are new or unfamiliar to many people involved.
- As a trainer, you need to get to know participants and have them know you better.

There are literally hundreds of options to choose from, but according to an article written by Deb Peterson, [Top 10 Ice Breakers for Adults: Don't Like Silly Games for Adults? There Are Other Choices](#), "People Bingo" is at the top of the list because it's easy to customize for your particular group and situation, and almost everyone knows how to play it. Consider trying this activity at a future Registry-approved training:

- Ideal Size: Up to 30 participants.
- Time Needed: 10-15 minutes, depending on the size of the group.
- Materials Needed: Bingo cards.
- Instructions: If you know your participants, make a list of 25 interesting traits that describe them, things like, "once lived in Italy," "plays the drums," "collects stamps." If you don't know your participants, make a list of more general traits like "is left handed", "loves the color green," "has more than two dogs," "rides a bike to work." You can make these easy or difficult depending on how much time you have.
- Create your own customized cards on the computer – a simple table in Word will suffice or you can use resources available online: [Teachnology](#) has a card maker that allows you to shuffle the phrases on each card and [Print-Bingo.com](#) allows you to customize with your own words or use their suggestions.
- When you're ready to play, give each participant a bingo card and a pen. Explain that the group has 15 minutes to mingle, introducing themselves, and find people who match the traits on the card. They must have the person initial the appropriate square. The first person to fill five boxes across or down yells BINGO! and the game is over. If time permits, you can ask participants to introduce themselves and share one of the interesting traits they learned about someone else.

Tips for Successfully Navigating the Training Approval System

Each issue of the 'Trainer News' includes tips and reminders about the Training Approval System. This issue's topic: Attendance Sheets and Certificates of Completion

The training attendance/sign-in has been updated. If you aren't already doing so, please begin using the [updated form](#) the next time you offer a Registry-approved training. Be sure to fill in all of the boxes at the top of the form (title, date, approval code, trainer name) and total your attendance. All information is needed to accurately enter data into our system. Furthermore, if you are offering multiple trainings on the same day, each with their own approval code, complete a separate attendance sheet for each training.

Attendance for each training is tracked separately so they need to be submitted separately.

A certificate of completion must be issued to each attendee at the conclusion of each Registry-approved training. Each certificate must include:

- The participant's name (blank certificates should not be handed out)
- Title of the training
- Date of the training
- Core Knowledge Area
- # of approved hours
- Registry-issued approval code
- Signature of the trainer (if typing your name onto certificates, a hand written signature or a scanned signature should also be included)

Including all of the above information helps to ensure that your attendees receive credit for the training they've taken and helps to lessen the likelihood of errors and fraud. Feel free to use this [editable template](#) when creating your own certificates for your training.

Looking Forward

Thank you for the service you provide to the adult learners of our early childhood community. Building a comprehensive training approval system that increases the consistency of training content and trainer qualifications across the state takes time and a commitment from everyone involved. We hope that you have found the information in this issue of the 'Trainer News' helpful and want you to know that The Nevada Registry is dedicated to supporting your professional growth as a trainer and will be very intentional about keeping you up to date on the latest information related to adult learning. Look for more training ideas and resources in future issues.

Program Statistics

View a selection of the most commonly requested [program statistics](#) related to Career Ladder participation and the Training Approval system.

Training Calendar

Search [here](#) for approved training to meet your licensing requirements.

Job Board

Advertise job openings or view a listing of [current job opportunities](#) in the field

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