

Dear Leaner,

On behalf of the College of Continuing Education, we would like to thank you for your interest and participation in the Train-The-Trainer Certificate program. Based on our ongoing research, training survey, and advisory committee feedback, we are excited to announce that we have made some improvements and changes to this certificate program, including greater course selection, more flexibility, and a new name: *Professional Trainer Certificate*.

Previous Train-the-Trainer Certificate - 48 total hours All courses required <ul style="list-style-type: none">• Creative Training Techniques (18 hours)• Eight Steps of Instructional Design (12 hours)• Introduction to E-learning and Webinars (12 hours)• Presentation Skills for Professionals (6 hours)	New Professional Trainer Certificate - 48 total hours Required courses (36 hours) <ul style="list-style-type: none">• Assess Training Needs (12 hours)• Design and Develop Training Solutions (12 hours)• Deliver High-Impact Training (12 hours) Electives (choose 2 courses - 12 hours) <ul style="list-style-type: none">• Measure Training Results (6 hours)• Explore Technology-Based Learning Solutions (6 hours)• Create Training Webinars (6 hours)
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For individuals currently enrolled in the Train-the-Trainer Certificate, the requirements for certificate completion have changed. In order to help you determine the courses needed to complete the certificate, please see the mapping chart for course substitutions below. We are also pleased to announce the addition of several new and elective courses for you to choose from.

Current Train-the-Trainer Certificate Student Mapping Chart for Course Substitutions

Train-The-Trainer courses	Professional Trainer substitute courses
Creative Training Techniques (18 hours)	Design and Develop Training Solutions (12 hours) or Deliver High-Impact Training (12 hours)
Eight Steps of Instructional Design (12 hours)	Design and Develop Training Solutions (12 hours)
Introduction to E-learning and Webinars (12 hours)	Explore Technology-Based Learning Solutions (6 hours) AND Create Training Webinars (6 hours)
Presentation Skills for Professionals (6 hours)	Deliver High-Impact Training (12 hours)

A few Train-the-Trainer certificate courses will be offered through June including:

- Presentation Skills for Professionals – June 9
- Eight Steps of Instructional Design – June 22 and 23

We believe it is crucial to continuously review our certificate curriculum to ensure that you are receiving the most applicable training skills. We have worked with a committee of experts within the field to update the certificate program, and hope you will benefit from the changes made in the new Professional Trainer Certificate.

Please contact our Information Center at 612-624-4000 with any questions or to sign up for courses. We look forward to providing you with the quality education you've come to know and expect from the University of Minnesota.

Sincerely,

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