

NHI Instructor Development Course

Frequently Asked Questions

What is the Instructor Development Course?

NHI offers a 3.5-day Instructor Development Course. The course provides you with the knowledge and skills to deliver more effective training. The course is designed on a set of instructor competencies selected from a validated list of the American Society of Training and Development (ASTD) competencies. They are:

- Application of Adult Learning Theory
- Communication Skills
- Facilitation/Trainer Skills
- Positive Behavior Modeling Skills
- Classroom Management
- Subject Matter Expertise

Who is eligible to attend the Instructor Development Course?

The course is designed for FHWA instructors who are currently teaching or are scheduled to teach NHI or internal FHWA courses. The Instructor Development Course also provides NHI instructors and NHI contract instructors with an opportunity to become an NHI Certified Instructor. NHI contract instructors are invited to attend, however, a fee will be charged

What is the Course Agenda?

Day 1

You are required to arrive ready to present a 15-minute training session in your area of expertise at the beginning of class. The course instructor and course participants will provide you with feedback after the presentation of your session.

Day 2

The instructor will be presenting the course material, addressing the set of six (6) competency skills to be mastered by participants.

Day 3

You will be given time in class to make necessary changes to your first presentation with the goal of demonstrating what you have learned in class. A NHI master trainer will join the class to observe and evaluate you during your second 15-minute presentation and compare it against the set of competency skills. You will receive feedback from participants, the instructor and the NHI master trainer.

Will there be Pre-Class Assignments?

Yes, you have the two following two pre-class assignments:

1. Training Session. You must come prepared to present a 15-minute training session at the beginning of the class. The topic of the training session should be job related. Fifty percent of your training session must include some kind of interactivity, such as Q & A's, quizzes, role-play or exercises, or other activities as appropriate to maximize interactivity throughout your training session.

2. Readings. You are required to read the Instructional Systems Design (ISD) material posted on the NHI website. To accomplish this, go to the (<http://www.nhi.fhwa.dot.gov>) and click on the "Download Center" button that appears in the menu along the left side of the web page. When you arrive at the Download Center, select "Instructor Development Course" from the list of courses. You will find printable downloadable files (PDFs) of all required readings and other materials related to this course.

How can I get additional materials in preparation for the Instructor Development Course?

The master trainers at NHI developed The Circle of Learning, a "hands-on" manual with proven methodologies in how to conduct a "learner-centered" training session. This manual includes the following topics:

- Understanding the Adult Learner
- Preparing for Training
- Conducting Training, and
- Following up with Post-Training Reviews.

Each section has an introduction that provides an overview of the section and its topics. Each topic begins with a general description, or challenge (also known as a stage setter or case study), and some suggested solutions based on years of practical experience and input from other NHI instructors. This publication is on our Website and to get a copy, use the same instruction as provided in previous paragraph.