



International Finishing Trades Institute (iFTI)

FTI 1000 Introduction to Teaching Techniques for Adults

Course Information

Course Hours: 40

Course Description: During this course, Introduction to Teaching Techniques for Adults, trainers and coordinators of occupational training and apprenticeship will learn basic information and instructional strategies and methods for training. Included in this course are an introduction to computers, principles of adult learning theory, learning styles, planning, organizing and conducting training, developing engaging activities, and using instructional aids.

Course Objectives:

- Identify the unique characteristics of the Adult Learner and how these are used to develop and deliver effective training.
- Identify learning styles preferences among adult learners.
- Determine effective training strategies and methods for training the Adult Learner.
- Demonstrate basic computer and internet skills.
- Demonstrate basic proficiency using the LMS.
- Demonstrate proficiency using MS Word and PowerPoint for training purposes.
- Identify the components of an effective PowerPoint Presentation.
- Create a PowerPoint Presentation based on knowledge of effective presentation development.
- Identify basic skills necessary for an effective presentation.
- Apply effective presentation skills with the development and delivery of several mini presentations.
- Understand personality types and how they influence the learning environment.
- Describe how diversity issues affect communication and impact training.
- Recognize and demonstrate active listening, verbal and nonverbal communication skills.
- Understand disruptive adult students and how to deal with their behavior.
- Develop an understanding of learning differences in adult learners and differentiated instruction.
- Understand the components of a training program: Training Plan, Goals and Objectives, Curriculum Development, Lesson Planning, Assessment, and Evaluation
- Identify his/her own training style
- Identify ways to increase training style flexibility.
- Distinguish between learner-centered and information-centered training.
- Identify different training methods: online learning, flipped classroom, lecture, modeling, blended learning, simulations, role play, on-the-job, peer mentoring.
- Prepare and present a task-oriented lesson with lesson plan and model for teaching a task.

Prerequisite/s: None

Instructor



Course Lead: Dr. Mark Johnson

Resume Link: <https://iftilms.org/faculty/dr-mark-johnson/>

Policies and Procedures

COE Accreditation

The International Finishing Trades Institute (iFTI) is [accredited](#) by the Commission of the Council on Occupational Education ([COE](#)) and is entitled to the recognition and associated privileges of this designation. Accreditation is a status granted to an educational institution or program that has been found to meet or exceed stated criteria of educational quality and student achievement. Accreditation by COE is viewed as a nationally-honored seal of excellence for occupational education institutions and denotes honesty and integrity.



iFTI Course Catalog

For a complete list of iFTI course offerings, please refer to the [iFTI Course Catalog](#).

Diversity Statement

The iFTI champions [diversity in the workplace](#) and committed in building an inclusive culture. We believe that every person, regardless of attributes such as race, gender or sexual orientation, has an equal opportunity to find employment based on merit or while in training or the workplace. Although our union is more diverse than ever, we still have so much work to do.

Policies and Procedures

The campus policies and procedures are found in the [Student Handbook](#).

Travel and Lodging Reservations

Upon the receipt of the final class registration confirmation and course schedule, you will be advised to call Metropolitan Travel Service to obtain the best coach fare ticket. No air travel costs will be reimbursed if not made through Metropolitan Travel.

If you will be driving to the event, send your anticipated arrival and departure dates and times, so appropriate hotel reservations can be made. Hotel reservations will be made on your behalf after the iFTI receives your final travel itinerary.

Travel and lodging reservations will be direct billed to the iFTI. If regionally appropriate for you to drive your vehicle, the iFTI will reimburse mileage at \$.30/mile (not to exceed the lowest 30-day advance airfare, or the shortest route as determined by Google Maps). iFTI is not financially responsible for any costs associated with travel, lodging, meals or incidentals for accompanying guest(s).

In the event you must cancel, the iFTI and Metropolitan Travel Service must be notified within 7 days of the travel date or the District Council/Local Union will be responsible for any cancellation fees.

Dress Code

The dress code for iFTI classes in Hanover, Maryland is casual. Clothing should be neat, clean, and well-kept. Please no shorts, flip flops, sleeveless shirts, worn tennis shoes, sweatpants, sweatshirts, jeans with holes, rips, tears or any clothing that contains inappropriate language or that could be offensive. If you will be delivering a presentation / teach back, please dress in a professional manner.

Please call the iFTI at 410.564.5850 with any questions or concerns.