



## Systematic Approach to Training

## Train-the-Trainer Series

The foundation of a successful training program begins implementing a Systematic Approach to Training (SAT) – our methodology will ensure your training development and delivery produces consistent results. Our SAT courses teach your team how to maximize the ADDIE process for a

**SOS provides a series of Train-the-Trainer courses consistent with the PER standards. Each course helps you build an effective training program while maintaining compliance with the standards. Our Train-the-Trainer classes make sure your trainers not only understand the content, but have been trained to prepare and deliver programs in the most effective manner.**

### TRAIN-THE-TRAINER SERIES

- Effective On-the-Job Training
- Mentoring
- Presentation Skills
- SAT Complete
- SAT Applied

structured approach to analyzing needs, designing learning progressions, developing course content, delivering instruction, and evaluating success. Ensuring that your training meets the real needs of your target audience requires comprehensive planning and organization. Aligning learning objectives to a company's strategic goals enables employees to undergo training that improves their job performance and produces a positive business impact.

To address your specific goals and experience, we have tailored two programs to help your training development produce effective results:

- **SAT Complete**
- **SAT Applied**

*Continued...*

## SOS

10715 Sikes Place, Charlotte NC 28277

**877.767.4685**

**Melanie Payne** : 704.815.7906

[melanie.payne@sosintl.com](mailto:melanie.payne@sosintl.com)

**Lori Burk** : 704.815.7907

[lori.burk@sosintl.com](mailto:lori.burk@sosintl.com)

**Kathy Cross** : 704.815.7909

[kathy.cross@sosintl.com](mailto:kathy.cross@sosintl.com)

## Martech

9595 Six Pines Dr., The Woodlands TX 77380

**281.465.0625**

**Mark Streifel** : 281-465-0625

[mstreifel@hsi.com](mailto:mstreifel@hsi.com)

**Victor Zapata** : 905-846-7100

[vzapata@hsi.com](mailto:vzapata@hsi.com)

**Suzie Espling** : 520.392.0036

[sespling@hsi.com](mailto:sespling@hsi.com)

## NERC

NORTH AMERICAN ELECTRIC  
RELIABILITY CORPORATION

SOS Int'l. and NERC ID SOS\_INTL\_001 is recognized by the North American Electric Reliability Corporation as a continuing education provider who adheres to NERC Continuing Education Program Criteria.

## SAT Complete

This three-day course provides an interactive and challenging experience for trainers in the electrical industry. Using the building blocks of ADDIE, SAT Complete focuses on these core objectives:

- Presenting information with a purpose
- Creating rigorous and fun instruction
- Engaging student learning
- Supporting success beyond the classroom

### LESSON 1 – Mastering Communication

Effective training, whether in a group or one-on-one requires trainers to be communication experts. This lesson challenges each individual to improve their communication skills by learning how they naturally interact with others and developing that interaction.

Mastering Communication focuses on:

- Presentation templates
- Speaking techniques
- Training in motion
- Design versus delivery
- Promoting diversity
- Classroom management
- The art of science versus speaking

### LESSON 2 – Systematic Approach to Training

Excellent training requires a strong relationship between the student, trainer, and content. This lesson equips trainers to apply a system to organize and develop that relationship through the following topics:

- The ADDIE model
- Adult learning theory
- Learning objectives
- Engagement and fun
- Blended learning
- Scenarios and simulations
- Assessment
- Difficulty scaling

SAT Complete produces SAT-certified trainers for the electric utility industry. After each Train-the-Trainer class, students receive an SOS Certificate of Completion.



## SAT Applied

For trainers who want more practice on specific areas of ADDIE, our SAT Applied workshop focuses on the more difficult components of instruction. Using a scenario and activity based workshop format, students are given opportunities to apply instruction techniques from the Complete course in a safe and critically constructive environment.

This workshop observes the following activity structure:

- Detailed introduction
- Ample practice time
- Group analysis and feedback
- Instructor-led discussion on real-world application

### DAY 1 – SAT Overview

This lesson walks students through a review of a Systematic Approach to Training, including the ADDIE process. If students have taken SAT Complete, this day is not required.

### DAY 2 – Knowing and Responding to Individual Needs

With an emphasis on instructor preparation, this lesson lets participants practice engaging a variety of learners. These scenarios allow instructors an opportunity to practice identifying the individual characteristics of their students, while accounting for the unique attributes of every situation. Participants are challenged to address the following strengths and limitations in ways only real-world scenarios can provide:

- Student-centered training
- Psychology of retention
- Learning styles
- Recycling frustration

### DAY 3 – Implementing Higher Level Instruction

Understanding the complexity of student-centered instruction is the first step in an effective training program. These activities rigorously challenge participants to research new information to complement their existing knowledge. These scenarios simulate common real-world situations where students challenge instructors to help them learn concepts and apply skills in unexpected ways.

- Situational awareness
- Critical thinking
- Micro-learning
- Recording and rewarding

Throughout the workshop, students are given an opportunity to apply their learning to their own situations. Students will share their goals and accomplishments, and receive any additional resources.