

### 3 Easy Ways to Register!

\*Fax: 410-381-1558

\* E-mail: [registration@mdworks.com](mailto:registration@mdworks.com)

\*Mail to: Maryland Works, Inc.

10270 Old Columbia Rd, Suite 100  
Columbia, MD 21046-1854



**Maryland Works, Inc.**

### Location

10270 Old Columbia Rd., Suite 100,  
Columbia, MD 21046  
410-381-8660 \* FAX 410-381-1558  
[www.mdworks.com](http://www.mdworks.com)

## Train-the-Trainer

Thursday, October 11<sup>th</sup> & Thursday, October 18, 2018

9:30 am – 3:30 pm

Registration begins at 9:00 am

### Activating Your Training Sessions

This two-day course will help agency trainers and supervisors enhance their new hire orientation and ongoing staff training, not only for topics required by regulation, but in any area where better trained staff would yield better client outcomes.

**Day One** participants will learn how to apply an *adult learning* model in the design and delivery of staff training, so that it involves and challenges staff in the learning process. The class will cover methods and techniques to increase retention of information, build skills, and even improve staff attitudes. Selections from the video, "*How Difficult Can This Be: The F.A.T. City Workshop*" provide insight into the methods of interactive and experiential training.

**Day Two** provides volunteers a chance to practice "front of the room" presentation skills, with feedback to build each presenter's technique and confidence. The rest of the class provides the 'audience' for training, allowing them to observe and comment on each presentation. Over nearly 30 years, in dozens of Day Two classes, participants report it was not only valuable, but fun!

**Presenter: Brent Toleman's** career in the field of developmental disabilities spans nearly forty years working in direct care, case management, program management, behavior therapy, and staff training. He began that career at Providence Center in 1971, before joining the faculty of Georgetown University School of Medicine in its efforts toward the de-institutionalization of residents of Forest Haven in the mid - 1980s. Completing the circle, he returned to Providence Center as Training Director, before leaving to create a consulting practice focused on professional development and training for non-profit organizations throughout the region.

[Registration form →](#)

**Train-the-Trainer**

Thursday, October 11 & Thursday 18, 2018

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_

<p>___ <b>Member @ \$150.00</b> (\$140.00 for each additional attendee from the same agency)</p> <p>___ <b>Non-Member @ 199.00</b></p>
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**Method of payment** \_\_\_ **Visa** \_\_\_ **Mastercard** \_\_\_ **Check** enclosed (payable to Maryland Works, Inc)

Card number \_\_\_\_\_ Exp \_\_\_\_\_ CSC Code \_\_\_\_\_ (3 digit code on back of CC)

Name as it appears on the card \_\_\_\_\_

Signature \_\_\_\_\_ E-Mail \_\_\_\_\_

Credit card receipt will be e-mailed

Billing Address Associated with Credit Card \_\_\_\_\_

**ADA Accommodations** (please specify) \_\_\_\_\_ **Deadline for special needs is two weeks prior to program date**

48 Hour Noticed Required for Refund