

CONSULTANTS TO THE ELECTRONICS INDUSTRY

- MANUFACTURING START-UP
- PROCESS EVALUATION
- SUBCONTRACTOR QUALIFICATION
- EQUIPMENT EVALUATION
- LEAD-FREE, ESD, PROCESS AND QUALITY AUDITS

THE LEADER IN HI-TECH TRAINING

- EXPERT TRAINING IN THE LATEST TECHNOLOGIES
- INDUSTRY-DEMANDED CERTIFICATIONS



PCB TECHNOLOGY

- **QUALITY & INSPECTION**
IPC-A-610 INSTRUCTOR & OPERATOR CERTIFICATION
- **SOLDERING & ASSEMBLY**
IPC J-STD-001 INSTRUCTOR & OPERATOR CERTIFICATION
- **BARE BOARD INSPECTION**
IPC-A-600 INSTRUCTOR & OPERATOR CERTIFICATION
- **REWORK & REPAIR**
IPC-7711 INSTRUCTOR & OPERATOR CERTIFICATION
IPC-7721 INSTRUCTOR & OPERATOR CERTIFICATION
- **HAND SOLDERING SKILLS**
SOLDERING BASICS, THROUGH-HOLE & SURFACE MOUNT TRAINING



CABLE & WIRE HARNESS TECHNOLOGY

- **QUALITY & INSPECTION**
IPC-A-620 INSTRUCTOR & OPERATOR CERTIFICATION
- **HANDS-ON LABS**
SOLDERING, CRIMPING & HARNESS ASSEMBLY TRAINING



FIBER OPTICS TECHNOLOGY

- **INSTALLER & TECHNICIAN CERTIFICATION**
- **FUNDAMENTALS**
- **TERMINATIONS & CLEANING**

TRAIN THE TRAINER CERTIFICATION

Training Skills & Techniques for Effective Instruction

COURSE DESCRIPTION

This course helps you learn to develop and conduct effective training. This course is designed for new trainers and "non-trainers", people who train on an occasional basis. It covers the basic training skills for individuals who must develop and deliver information that other people will use in performing their jobs.

You will be an active part in the learning process throughout this course. "Learning by Doing" is a basic principle followed in this program. This course will use individual and group exercises, group discussions and lecture to present these training skills.

Students will develop a practice training lesson and present 15 minutes of it during the workshop. Out of class assignments are also required.

WHO SHOULD ATTEND

If you have never received training on course development or adult learning methods and now need to develop and conduct training yourself, this is the right course.

WHAT STUDENTS RECEIVE

Train the Trainer Course Book
Certificate of Completion

PREREQUISITES

Prior to class students need to select work related materials on which they can develop a training lesson. Using these materials complete two (2) pre-course assignments. Students also need to bring work related materials on which they can develop a training lesson.

COURSE OUTLINE

DAY 1

- Introduction and Overview
- Using Adult Learning Principles
- Analyzing the Training Requirement
- Developing Learning Objectives
- Outlining the Training Content
- Selecting Training Methods

DAY 2

- Developing and Using Training Aids
- Developing a Training Plan
- Using Basic Facilitation Skills
- Handling Problem Situations

DAY 3

- Practice Training (Preparation)
- Practice Training (Delivery)
- Evaluating Training
- Using Your Training Skills

MATERIALS For each class, all the necessary tools and materials will be supplied. Students are welcome to bring their own documents if they wish.

LOCATION Classes are held at EPTAC's Corporate Training Center located just 35 miles from Boston and at locations throughout the US and Canada.

ON-SITE TRAINING Customized course content and on-site training is also available. Please call a training consultant to discuss your specific needs.

REGISTRATION For up to date pricing and more information on any of the EPTAC programs, or to enroll, please call us toll free or visit eptac.com.

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