

Virtual Certified Instructor Program for IN-PERSON DELIVERY



INSTRUCTOR-LED
TRAINING

The ELI **Certified Instructor Program** for in-person, instructor-led delivery is a general certification that prepares Human Resources, EEO, L&D, or other professionals to teach the in-person, instructor-led versions of ELI's Civil Treatment Workplace learning solutions.

This certification is delivered via two virtual sessions per day over three consecutive days for a total instruction time of 16.5 hours. Participants are assigned pre-work that takes approximately 2-4 hours to complete before the program and off-line activities during the certification that require no more than 1 hour of additional time.

This experience will focus on developing facilitators who can teach one of the following ELI learning solutions in an in-person, live learning experience: Civil Treatment® for Leaders and Employees, Civil Treatment® for Leaders and Employees Government, Civil Treatment® Workplace for Leaders and Employees, Building an Inclusive Workplace for Leaders and Employees, or Professional Global Workplace™.

Objectives for the Virtual Classroom Certification Process

During the ELI Certified Instructor Program, candidates will:

- Explain the business importance of maintaining a professional, inclusive workplace.
- Model ELI's learning philosophy and instructional methodologies to create an interactive, engaging learning experience that inspires changes in behavior.
- Explore methods for integrating values, policies, and other standards to personalize the learning experience.
- Demonstrate effective facilitation competencies.
- Explore issues of conceptual resistance and techniques for addressing challenging classroom behaviors.
- Explore implementation and sustainability tools.

Certification Pre-work*:

Before logging on to the certification, participants will:

- Read about ELI's Learning Philosophy and Methodologies and Certification Criteria.
- Prepare two teach-backs to practice facilitating portions of an ELI learning solution.

* Prework is estimated to take between 2-4 hours and must be completed before Day 1 of the certification program.

Certification Program Agenda

| Day | Morning Session 10:00 AM – 1:00 PM Eastern | Afternoon Session 2:00 PM – 4:30 PM Eastern |
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| 1 | <ul style="list-style-type: none"> Welcome and Ice Breaker ELI Learning Philosophy and Methodologies Leader Program Demonstration | <ul style="list-style-type: none"> Program Demonstration (continued) Facilitation Best Practices/Personalizing the Learning Experience: Storytelling |

Day 1 Homework

Prepare for Assigned Practice #1; Read about Conceptual Resistance and Challenging Classroom Behaviors.

| Day | Morning Session 10:00 AM – 1:00 PM Eastern | Afternoon Session 2:00 PM – 4:30 PM Eastern |
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| 2 | <ul style="list-style-type: none"> Why Civil Treatment? Participant Practice #1 Leader Program | <ul style="list-style-type: none"> Participant Practice #1: Leader Program (continued) Leader/Employee Program Comparison and WalkThrough Sustainability Tools Overview |

Day 2 Homework

Prepare for Practice #2 and the Day 3 PM Participant Demonstration; Complete Basic Legal Concept Review.

| Day | Morning Session 10:00 AM – 1:00 PM Eastern | Afternoon Session 2:00 PM – 4:30 PM Eastern |
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| 3 | <ul style="list-style-type: none"> Warm-up Activity: Breakout Case Studies, Conceptual Resistance and Challenging Behavior Practice #2: Participant Choice | <ul style="list-style-type: none"> Participant Choice #2 (continued) Certification Review Activity Final One-on-One Certification Feedback |

Participant Expectations

ELI awards final participant certification designations by assessing active participation in all certification activities, timely completion of all assignments, facilitation of satisfactory practice teach backs, and demonstration of knowledge and facilitation skill in the final certification application activity.

“Active participation” means full engagement in all live meetings, with audio connected and camera turned on; participation in class discussions; responsiveness to requests for feedback.

UPCOMING DATES

Civil Treatment for Federal Government: Certified Instructor Program for Instructor-Led Delivery

Virtual Event Participation

July 7-9, 2020

(Registration Deadline: June 16)

September 1-3, 2020

(Registration Deadline: August 11)

November 3-5, 2020

(Registration Deadline: October 13)

Building an Inclusive Workplace: Certified Instructor Program for Instructor-Led Delivery

Virtual Event Participation

November 3-5, 2020

(Registration Deadline: October 13)