



Virtual TTT Program for In-Person Delivery



The ELI **Train the Trainer (TTT) Program** for in-person, facilitator-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 offline activities during the certification that require no more than one 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® - Government for Leaders and Employees
Civil Treatment® Workplace for Leaders and Employees	Civil Treatment® Workplace - Government for Leaders and Employees
Building an Inclusive Workplace for Leaders and Employees	Professional Global Workplace™

OBJECTIVES FOR THE VIRTUAL CLASSROOM CERTIFICATION PROCESS

During the ELI TTT 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, 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.**



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CERTIFICATION PROGRAM AGENDA

DAY 1

Morning Session 10:00 AM – 1:00 PM Eastern	Afternoon Session 2:00 PM – 4:30 PM Eastern
<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 (<i>continued</i>) • Facilitation Best Practices/Personalizing the Learning Experience: Storytelling
<p>Day 1 Homework: Prepare for Assigned Practice #1; Read about Conceptual Resistance and Challenging Classroom Behaviors.</p>	

DAY 2

Morning Session 10:00 AM – 1:00 PM Eastern	Afternoon Session 2:00 PM – 4:30 PM Eastern
<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 (<i>continued</i>) • Leader/Employee Program Comparison and WalkThrough • Sustainability Tools Overview
<p>Day 2 Homework: Prepare for Practice #2 and the Day 3 PM Participant Demonstration; Complete Basic Legal Concept Review.</p>	

DAY 3

Morning Session 10:00 AM – 1:00 PM Eastern	Afternoon Session 2:00 PM – 4:30 PM Eastern
<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 (<i>continued</i>) • 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.



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UPCOMING DATES

CIVIL TREATMENT WORKPLACE

2025 Virtual Dates

FEBRUARY 4-6

Registration deadline January 7, 2025

APRIL 15-17

Registration deadline March 18, 2025

JUNE 3-5

Registration deadline May 6, 2025

JULY 8-10

Registration deadline June 10, 2025

AUGUST 12-14

Registration deadline July 15, 2025

OCTOBER 7-9

Registration deadline September 9, 2025

DECEMBER 2-4

Registration deadline November 4, 2025

GOVERNMENT

Civil Treatment Basics

VIRTUAL: MARCH 11-13

Registration deadline February 12, 2025

Civil Treatment Workplace

VIRTUAL BADGE: SEPTEMBER 19-21

Registration deadline August 22, 2025

VIRTUAL: SEPTEMBER 23-25

Registration deadline August 26, 2025

CIVIL TREATMENT WORKPLACE INCLUSION NOW: BADGE

VIRTUAL BADGE: JULY 15-16

Registration deadline June 17, 2025

CLICK HERE
to view all sessions and register on eliinc.com