

2021/2022 CONTINUING EDUCATION COURSES

The CPTP Professional Trainer Certificate program is intended for novice training and development professionals or subject matter experts for whom training is a secondary duty.

The Professional Trainer Certificate program guides candidates through a series of instructor-led and web-based courses to cultivate the skills necessary to develop a firm foundation in learner psychology, instructional design, and live-instruction facilitation.

The Professional Trainer Certificate program is a cohort model of nine candidates who will progress through the program together. Each cohort will be led by two CPTP Talent Development Specialists to ensure participants receive consistent personalized feedback. During the course of the program, candidates will engage with other training professionals through networking opportunities and online discussions.

The program addresses three areas of training and culminates in a Capstone course:

Understanding Adult Learners

- Emotional Intelligence I (WBT)
- Emotional Intelligence II (WBT)
- Emotional Intelligence III (ILT)
- Diversity (ILT)
- Adult Learning Principles (ILT)

Instructional Design

- Basics of Instructional Design (ILT)
- Researching (WBT)
- Creating PowerPoint Presentations (WBT)
- Designing Engaging Visuals (WBT)

Live-Instruction Class Facilitation

- Preparing to Present (ILT)
- Presentation Practice (ILT)
- Classroom Management (ILT)

Professional Trainer Certificate Capstone

- Demonstration presentation
 - ◇ Timeframe for presentation is 45 minutes to 1 hour
 - ◇ Topic is self-selected by the candidate
 - ◇ Presentation is designed by the candidate

- ◇ Activities are included in the presentation
- Panel Interview based on the application of course concepts

PLEASE NOTE:

Participants may not self-enroll for the CPTP Professional Trainer Certificate program due to the limited number of participants in each cohort. To reserve a seat, please call 225-342-8539 or email cptplso.coordinator@la.gov.

Candidates can complete the program in as little as one year but will be allowed a total of two years to complete the program.

Cohort course dates will be scheduled in advance so participants can adjust schedules well in advance. Missing a course could affect your completion date since courses are scheduled in a prescribed order.