

Needs more revision 1/13/08 CJK

## **LEADERSHIP TRAINING BULLETIN 97-01**

### **INSTRUCTOR CERTIFICATION**

**March 6, 1997**

#### **INTRODUCTION**

This Training Bulletin establishes the procedure by which volunteer Leadership Training Instructors become Certified to instruct GWRRA Seminars and Training Programs.

The Instructor Development and Certification Program is made up of two separate but related parts. INSTRUCTOR DEVELOPMENT is that part that contains the information leading to Instructor Certification. The INSTRUCTOR CERTIFICATION part consists of the practical experience or demonstrated ability to present (teach) the material.

Since volunteer Instructors may come to us with varying degrees of teaching experience from Professional Educators/Teachers to those that have little or no experience, we need to address various means of Certification.

At one end it may require nothing more than monitoring a seminar in addition to reading assignments. On the other end it may require either a 1 or 1 ½ day formal training session or a combination of reading assignments and observation. Whatever the path to certification may be, we must keep in mind that the goal is to ensure quality training for GWRRA. Quality training will be our best “marketing” tool for the program. If the quality is there the people will participate.

It will be the Trainers responsibility to target and certify only those candidates that will become capable, quality Instructors. Anything less will have a debilitating effect and will severely damage the entire Leadership Training Program.

#### **INSTRUCTOR DEVELOPMENT/TRAINING**

INSTRUCTOR CERTIFICATION and INSTRUCTOR DEVELOPMENT are not synonymous terms. They do not mean the same thing. INSTRUCTOR DEVELOPMENT

is the program by which the Instructor applicant obtains the information needed to become a Certified GWRRA Leadership Training Instructor. This knowledge is obtained through the formal training program, assigned reading and practice or via prior experience as a professional educator or trainer. In the INSTRUCTOR DEVELOPMENT phase the individual learns about lesson plans, presentation skills, the Instructors toolbox, program development and other skills related to becoming a Certified Instructor. In most cases successful completion of the Instructor Development phase will lead to Instructor Certification but certification does not automatically follow. The final determination as to the candidates readiness for Certification will be made by the respective Trainer.

### INSTRUCTOR CERTIFICATION RESPONSIBILITY

The Chief Instructor will be responsible for Certification of Regional Trainers. If the Chief Instructor position is vacant the Leadership Training Director will act as the Certifying Official until such time as the Chief Instructor is appointed.

Regional Trainers will be responsible for Instructor Certification of District Trainers and those Leadership Training Instructors they personally supervise.

District Trainers will be responsible for Certifying those Leadership Training Instructors they personally supervise.

### THE INSTRUCTOR CERTIFICATION PROCESS

In order to allow Trainers a certain degree of latitude in the Certification of Instructors some areas of coverage will be mandatory and others will be at the Trainers discretion.

“Student teaching”/demonstration of ability will be required in all cases. The individual responsible for the Certification will attach a statement to the Instructor Application Form indicating that the applicant has demonstrated his/her ability to present a seminar or other training event in a satisfactory manner. If additional practice or training is indicated the Certifying official shall hold the Application Form until such time as a satisfactory level is achieved.

The formal Instructor Development and Certification Program is the preferred method of preparing Instructor Candidates for certification. It is recognized that a formal 1 or 1 ½ day training program for 5 or 6 Instructor candidates may not be possible. As a result Instructor Certification Training can be accomplished via the non-formal route of assigned reading plus demonstration for those candidates that lack prior teaching experience.

Alternate methods of Instructor Certification, when the preferred method of formal training is not feasible, can be one of the following depending on the candidates experience level. In addition each candidate should have access to and read both the Instructor Certification Handbook and the Leadership Trainers Handbook.

- Monitored Presentation - for those candidates that are now or have been professional educators/trainers such as Teachers, Corporate Trainers or others that are or were employed as full time trainers.
- Selected Reading plus Monitored Presentation - for those candidates that have the desire to be Instructors but have no formal Instructor Training. The Instructor Certification Handbook and the Leadership Trainers Handbook should be made available for the Candidate to read and gain an understanding of the material in each publication. This is followed by a training or formal presentation to a “live” audience.
- One-On-One Training - for those candidates with the desire but no formal training as in above paragraph. The Certifying official can give one-on-one training in the area of Instructional Methods, Presentation Skills, Lesson Plans and practice teaching plus a monitored presentation.

The alternate methods of Instructor Certification will pose an additional burden on the Certifying official to insure that the candidate has a thorough understanding of the material contained in the reading assignment.

It is highly recommended that the use of a video camera be utilized, whenever possible, not only in the training presentations (1 minute and 3 minute as may be used in the formal training session) but also during the monitored presentation in front of the “live” audience. The video tape can be an invaluable teaching tool in allowing the Instructor Candidate the opportunity to see him/her self as others do.

### CERTIFICATION PROGRESSION LEVELS

A Certificate, Leadership Training Patch and the appropriate Rocker will be provided for each of the following Instructor certification levels.

**Leadership Training Instructor** - Requires completion of the Instructor Development and Certification Program and certification for at least one training program. Certification is approved by District or Region Trainers with the concurrence of the appropriate operations director.

**Senior Leadership Training Instructor** - Requires certification as a Leadership Training Instructor, certification for the Horizons and Knowledge Enhancement Programs plus certification in any combination of three additional training programs or specialty areas and at least one year of successful service as a Leadership Training Instructor. Certification is approved by the Region Trainer with the concurrence of the appropriate operations director.

**Master Leadership Training Instructor** - Requires certification in all Training Programs, any two specialist areas and successful service of at least one year as a Senior Leadership Training Instructor. Certification is recommended by the Region Trainer with concurrence of the Region Director and approved by the appropriate National Trainer.

#### RECORD KEEPING REQUIREMENTS

Each certifying Trainer should keep a copy of the Instructor Application with a list of Seminars and/or Programs that Instructor is certified to present. A copy of both should be sent to the Leadership Training Division along with the statement attesting to the applicants ability (INSTRUCTOR CERTIFICATION PROCESS, para. 2) so that the Division records can be kept up to date and the Certificate of Accomplishment, Leadership Training Patch and Rocker can be provided for each Certified Instructor.

As the Certified Instructor becomes experienced and demonstrates the ability to make additional presentations of Leadership Training Seminars and Programs the list should be updated as needed to reflect the increased experience level.

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*Questions or comments regarding the information in this Leadership Training Bulletin should be addressed to the National Leadership Training Director.*