

TRAIN THE TRAINER

2026 COURSE SCHEDULE

DAY 1

WEDNESDAY, SEPTEMBER 23, 2026

TIME	SESSION	PRESENTER
8:00 - 8:45 AM	Welcome, Introductions, Course Objectives & Student Responsibilities	All / Jack Ranney
8:45 - 10:00 AM	Training Requirements & Regulatory Overview	Jack Ranney
10:00 - 10:20 AM	BREAK	
10:20 - 11:20 AM	How Adults Learn	Larry Sweetser
11:20 AM - 12:00 PM	PowerPoint 101	Richard Lobinske
12:00 - 1:00 PM	LUNCH	
1:00 - 1:20 PM	Students Select Presentation Topics	Sharon Simpson
1:20 - 2:00 PM	Presenting the Training	Christina Wondra
2:00 - 2:15 PM	BREAK	
2:15 - 2:45 PM	Documentation	Jack Ranney or Larry Sweetser
2:45 - 3:15 PM	Using Subject Matter Experts	Tim Miller
3:15 - 4:00 PM	A Trainer's Toolbox	Sharon Simpson
4:00 - 5:00 PM	Students Prepare for Presentations	—

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DAY 2

WEDNESDAY, SEPTEMBER 30, 2026

TIME	SESSION	PRESENTER
8:00 - 9:00 AM	Teaching Dry Subjects	Richard Lobinske
9:00 - 10:00 AM	Dealing with Negative Feedback	Sharon Simpson
10:00 - 10:15 AM	BREAK	
10:15 - 11:00 AM	Student Assessments, Quizzes, Exams & Reviews	Jack Ranney
11:00 AM - 12:00 PM	Use of Games: Puzzles, Millionaire, Jeopardy & Kahoot	Larry Sweetser
12:00 - 1:00 PM	LUNCH	
1:00 - 4:45 PM	Student Presentations & Presentation Review	Richard Lobinske and Tim Miller
4:45 - 5:00 PM	Closing Remarks & Evaluation	Jack Ranney / Larry Sweetser