Prosci® Train-the-Trainer Program

Prosci’s Train-the-Trainer program enables organizations to build an internal competency to deliver quality training in Prosci’s industry-leading change management methodology.
BUILD YOUR ORGANIZATION’S ABILITY TO HANDLE CHANGE EFFECTIVELY

PROSCI’S WORLD-CLASS TRAINING PROGRAMS ARE FOUND IN OVER A DECADE OF RESEARCH. THE TOOLS AND METHODOLOGY ARE BASED ON BEST PRACTICES FROM MORE THAN 2600 ORGANIZATIONS IN 65 COUNTRIES AROUND THE WORLD. PROSCI’S METHODOLOGY IS ONE OF THE MOST WIDELY USED APPROACHES TO MANAGING THE PEOPLE SIDE OF CHANGE IN BUSINESS AND GOVERNMENT.

WHY PARTICIPATE IN TRAIN-THE-TRAINER?

Completing Prosci’s Train-the-Trainer program allows organizations to:

- Build an internal competency for managing change
- Capitalize on internal resources with change management knowledge
- Reduce the cost of delivering internal training
- Gain the knowledge and ability to deliver Prosci’s industry-leading change management programs

Programs include:
- Prosci® Change Management Practitioner Program
- Prosci® Change Management Coaching Program
- Prosci® Change Management Orientation for Employees
- Prosci® Change Management Sponsor Program

“COMPANIES around the world are building competency in change management to become more flexible in today’s marketplace. Prosci’s Train-the-Trainer program gives you the ability to provide these courses internally - and for a lower cost to your organization.”

~ JEFF HIATT
President and CEO, Prosci Inc.
The Train-the-Trainer process

Prosci’s Train-the-Trainer program provides training and coaching to enable effective delivery of Prosci’s change management programs within your organization. The process for attaining Train-the-Trainer (TTT) accreditation is outlined below.

Trainers may additionally elect to pursue Prosci Certified Instructor accreditation. This status is optional for internal trainers, although it is a requirement for anyone seeking to provide certification in Prosci’s methodology. (See the following page for additional information.)

| Certification | Attend the Prosci Change Management Certification Program within 24 months prior to the TTT program. The program must have been taught by Prosci or a Prosci Primary Affiliate. (If pursuing Prosci Certified Instructor status, trainers must attend an open enrollment certification program.) |
| Registration  | Enroll in the Train-the-Trainer program and submit tuition. |
| Pre-work      | Complete the pre-work assignment prior to attending the TTT program. |
| TTT Program   | Attend a 3.5-day Train-the-Trainer session in an interactive classroom setting in Colorado or at your location. |
| Accreditation | Receive Train-the-Trainer designation to teach Prosci programs to internal audiences. |
| Delivery      | Teach first internal programs. Optional: A Prosci Master Instructor can join you onsite for additional coaching (fees apply). |
Prosci Certified Instructor designation

Prosci Certified Instructor is the highest level of Accreditation for trainers who deliver Prosci training programs. Each instructor conferring Prosci certification or facilitating Prosci programs for an Authorized Training Provider must meet and maintain Prosci Certified Instructor status. The designation is attained by fulfilling the following requirements:

### Change Management Certification
- Prosci Certified Practitioner designation
- 3-day public certification program operated by Prosci or Primary Affiliate
- Certification attained within 24-month period
- Program dates, locations and registration information online at www.change-management.com/change-management-training.htm

### Advanced Change Management Program
- 3-day advanced program exploring development of field, enterprise-wide deployment of change management and other advanced topics
- Demonstrated knowledge of change management through pre-work, case study submission and entry exam

### Prosci Certified Instructor Application
- Application confirms minimum entry requirements:
  - 5+ years experience in change management
  - Prosci certification attained to standards

### Train-the-Trainer Program
- 3.5 days onsite near the Prosci headquarters or at your location
- Train-the-Trainer sessions cover training philosophy, Prosci program content, activities and flow
- Small class size allows for coaching and personalized attention

### Onsite Program Audit
- Prosci Auditor observes full 3-day program
- Content and flow coaching provided prior to audited program
- Post-class review:
  - Analyze student feedback
  - Detailed audit report including any and all action items provided
  - Teleconference review with Prosci auditor

Prosci Certified Designation granted upon successful audit

### Ongoing Requirements
- Recertification every 2 years
- Instruct at least two programs per calendar year
- Collect student feedback and keep records

For more information on becoming a trainer, contact Prosci:

**Phone:** 1-970-203-9332  
**E-mail:** training@prosci.com  
**Website:** www.change-management.com/ttt