

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 FOUNDED IN OVER A decade of research. The tools and methodology are based on best practices from more than 2000 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
- Deliver Prosci's industry-leading 3-day change management practitioner program, as well as manager, employee or executive change management programs for internal audiences
- Capitalize on internal resources with change management knowledge and experience
- Reduce the cost of delivering internal training

“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 courses 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 Prosci's 3-day change management certification program within 24 months prior to the TTT course. Program must have been taught by Prosci or a Prosci Certified Instructor. (If pursuing Prosci Certified Instructor status, trainers must attend a public session 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 course.

TTT COURSE

Attend a 3.5-day Train-the-Trainer session in an interactive classroom setting through a public or onsite course.

ACCREDITATION

Receive Train-the-Trainer certificate to teach Prosci courses to internal audiences.

DELIVERY

Teach first internal course within 90 days of attending the Train-the-Trainer session. *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 courses 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
- Course dates, locations and registration information online at www.change-management.com/change-management-training.htm



PROSCI CERTIFIED INSTRUCTOR APPLICATION

- Application confirms minimum entry requirements:
 - 3+ years experience in change management
 - Prosci certification attained to standards



TRAIN-THE-TRAINER COURSE

- 3.5 days onsite at Prosci Change Management Learning Center or at your location
- Train-the-trainer sessions cover training philosophy, Prosci course content, activities and flow
- Small class size allows for coaching and personalized attention



ADVANCED CHANGE MANAGEMENT COURSE

- 3-day advanced course 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



ONSITE COURSE AUDIT

- Prosci Auditor observes full 3-day course:
 - Content and flow coaching
 - Assists with breakout activities
 - Real-time feedback
- Post-class review:
 - Analyze student feedback
 - Lessons learned
 - Action items

*PROSCI CERTIFIED INSTRUCTOR DESIGNATION
GRANTED UPON SUCCESSFUL AUDIT*



ONGOING REQUIREMENTS

- Recertification every 2 years
- Instruct at least two courses per calendar year
- Collect student feedback and keep records

Prosci®

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

