



INSTRUCTOR TRAINING (ITS) SERIES

Leah Guttman



Mechanical Contractors Association of America, Inc.

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Instructor Training Series (ITS) Seminars

Training and knowledge equate to competitive advantage. During these classes, participants will learn how to transfer their knowledge through well designed and strategically structured training sessions. Perfect for JATC instructors, association instructors and organization subject matter experts wanting to learn how increase retention of material, connect with students and transfer critical industry knowledge to the next generation. All classes are adapted to fit the needs of each instructor group and their application to the mechanical construction industry. These workshops are offered individually or as a series.

ITS 101: 4 hours

Foundations of Adult Learning

Course Description: Workshop on concepts of adult learning theory and engagement. Experience and practice applying the skills as they are learned. Learn that the foundation of any good educational program is based on teaching for retention and application of identified skills.

ITS 102: 4 hours

Class Design and Development Skills

Course Description: Workshop focusing on the design process. Participants will practice writing class objective statements and lesson plans. The group will learn how to mix delivery methods to maximize learning and how implementing a design process will make updates and changes to course material easy and instructor friendly.

ITS 103: 4 hours

Finding Your Presentation Superpowers

Course Description: Workshop on becoming an effective facilitator. Learn that facilitating and speaking are not the same and that anyone can be a rock star facilitator by leveraging their strengths. Review the basics of effective presentation skills and learn how to avoid the dreaded “death by PowerPoint.”

ITS 104: 4 hours

There’s an Activity for That

Course Description: Workshop geared towards effectively designing and implementing activities. Learn the S.L.A.E. approach to creating activities and turning material into engaging methods to retain, learn, and evaluate key learning objectives. Impactful activity implementation can take any class to the next level.

ITS 105: 4 hours

Teaching to the Generations

Course Description: By the end of the workshop participants will be able to identify and select teaching strategies and techniques that meet the needs of different generations. In addition, the group will compare and contrast differences between generations as it relates to learner traits and preferences. We will analyze and explain the need to change the way we transfer knowledge in the classroom and discuss the latest trends and buzz words in adult education and their implications to the classes we teach.

ITS 106: 2 x 2 hours virtual

The Virtual Instructor Tool Kit

Objectives:

- Explore the key elements that make virtual delivery different than face to face. Although the platform is different, the fundamentals of adult learning still apply. The group will leave the session knowing the crucial do’s and don’ts of virtual learning.
- Gain the fundamentals of creating new content specifically designed for virtual delivery and learn how to convert in-person content to a virtual platform. Dial in, engage, and deliver.
- Experience different ways to use the virtual platform to engage with your audience. Play games, use the chat box, and learn how to use all of your virtual features to communicate with and between audience members.
- Learn how to effectively delivery case studies, individual worksheets, and group conversations. Use breakouts and the whiteboard feature to enhance learning and encourage engagement.
- Learn presentation tips and best practices. Explore different delivery methods including handouts, workbooks, and Power Point presentations.
- Get answers to your questions and concerns when it comes to being a virtual instructor. Share ideas and identify ways to remove roadblocks to virtual success.

Instructor Training Series (ITS) Seminars

These NEI seminars are designed for service professionals to enhance their service skills and create a culture of service starting at the top, with emphasis on customer loyalty and managing their most valuable assets.



About the Instructor:

Leah Gutmann, owner of First Forward Consulting, LLC, specializes in a wide variety of training, program development, and consulting services. Leah is certified to deliver training on a wide variety of leadership and financial topics with a focus on the direct application of skills and abilities unique to the mechanical construction industry. She has over 12 years of experience in the design, implementation and facilitation of educational programs, classes and seminars. Her 20-year career as a CFO and Finance Manager in the mechanical construction industry has given Leah the unique ability to offer training and consulting from a hands-on, in the trenches perspective.

Leah currently sits on the Board of Education for the Mechanical Contractors Association of Western Washington (MCAWW) where she offers her expertise on specific industry training needs and cutting-edge trends. She has been an integral part of building complete educational programs and specialized industry classes from the inception phase all the way through delivery. In addition to the MCAWW, a few of Leah's clients include Microsoft, the MCA of Kansas City, the Colorado Association of Mechanical and Plumbing Contractors, MacDonald-Miller Facility Solutions, The Seattle Pipe Trades, Hermanson Company, Dawson Construction, Colorado UA Local 58, and Lexington Plumbing.

Being at the forefront in Instructor Training and Design, Leah has helped her clients create and deliver training that is engaging, relevant and impactful to their organizations. She is able to leverage client expertise on any technical or leadership topic and develop content that the instructor is motivated and confident to deliver to their employee groups.

Contact Information:

Contact Leah at **425-985-1787** or lgutmann@firstforward.biz.

About the National Education Initiative (NEI):

MCAA will bring lifelong learning directly to you! The National Education Initiative Seminars are our best MCAA/MSCA programs—brought to your local association or even your company. Our goal is to provide ongoing and advanced education and training in support of individual and association growth across the mechanical contracting industry. We offer standard and custom-designed classes exclusively for your association or company's unique needs and challenges. If you need training quickly or have a large group, we are here to help!

For more information or to schedule a course:

Contact **Barb Dolim** at **301-990-2210** or bdolim@mcaa.org.