



# KT LEADER DEVELOPMENT INSTITUTE (Train-the-Trainer)

*Certify employees to deliver KT Programs*

## BENEFITS

Significantly reduce training cost per head

Develop a critical mass skilled in KT rational process quickly

Internal training resources who are role models of rational process use

In-house process experts to lead and coach rational process use

Expertise to embed rational processes into existing systems

## WORKSHOP DESCRIPTION

Employees from diverse companies train together to become certified as instructors, coaches, and facilitators. LDIs are held throughout the year for **Problem Solving & Decision Making and Project Management.**

Program Leaders are internal training resources who can tailor the workshop for different audiences, provide authentic examples and experiences related to the participants' own environment, and customize the workshop structure to meet the needs of the organization. Merging content knowledge with process expertise, Program Leaders promote, support, and coach the use of process.

Organizations commit a substantial amount of time and resources to the development of Program Leaders, who then capitalize on their organization's investment to achieve tangible results. In essence, they become leaders of the organization's rational process "community of practice."

## WHO SHOULD ATTEND

The LDI is a key part of a larger Program Leader development process that begins with the identification of qualified candidates and ends with a successful "first teach." To be considered for Program Leader certification, you must attend a 3-day (or longer) Problem Solving & Decision Making, or Project Management workshop depending on what workshop you will be teaching. In addition, all candidates are interviewed by a KT professional and a representative of your organization. Final selections are based on pre-set criteria that include experience or willingness to acquire the skills needed to serve as a Program Leader.

## WHAT YOU WILL LEARN

The LDI—usually a 10-day commitment—provides you with in-depth concept knowledge, instructor training capabilities, and facilitation skills. After completing the LDI, you return to your organization to prepare to teach. This first teaching experience is done with guidance and assistance from a KT professional. Upon successful completion of your first teach, you will be certified as a KT Program Leader.

Many Program Leaders report that the LDI experience is a powerful, often life-changing experience. Certification as a Program Leader can enhance your career and help you bring added value to your work and your organization.

Like all KT workshops, the LDI can be delivered on-site and can be tailored to meet the needs of your organization.

## 2010 Schedule

### PSDM LDI

Mar. 15 - Mar. 26, 2010	Malaysia
Aug. 16 - Aug. 27, 2010	Thailand
Sep. 13 - Sep. 24, 2010	Singapore

### PMW LDI

Mar. 1 - Mar. 12, 2010	Singapore
Jun. 7 - Jun. 18, 2010	Thailand
Oct. 11 - Oct. 22, 2010	Malaysia

Workshop Hours are 9:00 am to 6:00 pm  
Dress is business casual

# Steps to becoming a Program Leader

## STEP

1

### KT PSDM or PMW Workshop

The first step to becoming a Program Leader is attendance at a Problem Solving & Decision Making or Project Management workshop taught by a KT professional. Program Leader candidates become familiar with the individual KT processes, apply them to work-related issues, and observe the roles and responsibilities of the instructor.

## STEP

2

### CANDIDATE INTERVIEW

Candidates are interviewed by a KT professional and selected to attend the LDI by KT and the organization's key decision makers. Selections are based on pre-set criteria (see Program Leader Selection Criteria).

## STEP

3

### THE LDI

The LDI is usually a 10-day commitment, depending on the needs of the group. Participants spend eight or more hours a day in classroom training and teaching practice, and, on average, an additional four hours are spent preparing in the evening. The LDI is an intense but rewarding experience that establishes a deeper conceptual understanding of the KT processes and an ability to facilitate their use. Participants develop and refine their skills as classroom instructors and process facilitators.

## STEP

4

### THE FIRST TEACH

Program Leader candidates spend extensive time (usually 40 or more hours) preparing for their first in-house workshop. A KT professional is present during this first "teach" for guidance, assistance, and to ensure that the workshop is properly conducted. A successful first teach allows the candidate to become certified as a KT Program Leader.

## PROGRAM LEADER SELECTION CRITERIA

When choosing who will attend an LDI, KT professional interviews candidates based on the organization's objectives—as well as basic selection criteria that are indicative of success. Criteria include:

- Credibility within the organization as a knowledgeable and capable individual
- Willingness to acquire or already in possession of sound presentation and teaching skills
- Ability to critique others objectively
- Willingness to create and sustain change
- Experience working with management and/or other senior people in the organization
- Ability to work under time and performance pressure
- Understanding of the roles and responsibilities of a Program Leader, and a willingness to fulfill them



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