

TRAIN THE TRAINER

Building Learning Leaders Across the Equal Justice Community

DAY 1: November 3rd, 2026

Designing Learning Experiences

8:30–9:00 | Welcome, Introductions & Project Launch

Establish program goals, introduce the project-based model, build community, and connect the institute to a real presentation, workshop, CLE, briefing, meeting, or training participants need to deliver.

Key Topics: Program overview • Learning agreements • Project overview • Peer consultation • The trainer role

9:00–10:00 | Designing for Adults: Understanding Learners & Learning Needs

Explore how adults learn and apply those principles to a real audience, learning need, and presentation or training challenge. Participants will consider enough about their learners and context to make better design choices without requiring a formal needs-assessment process.

Key Topics: Adult learning • Relevance & motivation • Experience • Cognitive load • Active learning • Learner barriers • Audience & context • Training vs. performance

10:00–10:15 | Break

10:15–11:00 | Writing Learning Objectives That Drive Results

Write measurable objectives that move beyond what a presenter plans to cover and instead define what learners should be able to do. Participants will use those objectives to guide content, activities, delivery, and evaluation.

Key Topics: Bloom's Taxonomy • Observable action verbs • Measurable outcomes • Alignment • Scope

11:00–12:00 | Designing Learning Experiences That Stick

Translate learning objectives and adult-learning principles into an intentional learner experience. Participants will explore ways to help learners process, discuss, practice, reflect on, and apply content rather than defaulting to slides and lecture.

Key Topics: Backward design • Instructional methods • Pacing • Participation • Debrief • Cognitive load

12:00–1:15 | Lunch (on your own)

1:15–2:45 | Project Design Lab

Apply the morning's concepts directly to the real project you brought to the institute. This extended working session provides protected time for building, peer consultation, faculty coaching, refinement, and simplification.

Key Topics: Alignment • Project development • Peer feedback • Coaching • Refinement • Simplification

2:45–3:00 | Break

3:00–4:00 | Technology & Learning

Explore practical ways technology and AI can support preparation, participation, accessibility, and learning across in-person, virtual, and hybrid formats. The emphasis is on choosing tools based on learning purpose rather than novelty.

Key Topics: Virtual engagement • AI • Accessibility • Participation tools • Tool selection • Responsible use • Contingency planning

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DAY 2: November 4th, 2026

Facilitating Learning & Sustaining Impact

8:30–9:00 | Reflection & Project Check-In

Retrieve key learning from Day 1, assess project progress, and identify what you most need to build, solve, or strengthen during Day 2.

Key Topics: Retrieval • Reflection • Peer discussion • Project planning

9:00–10:00 | The Trainer's Presence

Explore how self-awareness, emotional intelligence, cultural humility, identity, power, and presence shape participation, trust, credibility, and the learning environment. Effective presence is treated not as charisma, but as intentional awareness of self and learners.

Key Topics: Emotional intelligence • Cultural humility • Psychological safety • Identity & power • Reading the room • Responding to difficult moments

10:00–10:15 | Break

10:15–11:15 | Facilitating Meaningful Learning Experiences

Develop practical facilitation skills for creating learning environments where participants feel invited to engage, contribute, reflect, and learn from one another. Explore how effective facilitators use purposeful questions, active listening, inclusive participation strategies, silence, debriefing, and responsiveness to group dynamics to deepen learning and navigate challenging moments.

Key Topics: Purposeful questioning • Active listening • Inclusive participation • Managing silence • Group dynamics • Facilitating discussion • Debriefing • Navigating challenging moments

11:15–12:15 | Project Application Lab

Translate facilitation practice and feedback into concrete improvements to your project. Participants will revise instructions, participation structures, pacing, questions, debriefs, transitions, or other elements from the learner's point of view.

Key Topics: Revision • Learner experience • Instructions • Participation • Pacing • Debrief • Peer coaching

12:15–1:15 | Lunch

1:15–2:15 | **Beyond the Event: Creating Learning That Lasts**

Look beyond the presentation or training itself and consider what will help learners remember, use, and act on what they learned. Participants will explore realistic strategies for application, reinforcement, transfer, and evaluation.

Key Topics: Transfer • Application • Reinforcement • Evaluation • Learning ecosystem • 30-day thinking

2:15–2:30 | **Break**

2:30–3:30 | **Project Showcase**

Bring the two days of learning together by making your project and design thinking visible. Participants will share their work, gather targeted feedback, learn from colleagues' projects, and identify the next design decision or implementation step.

Key Topics: Peer consultation • Reflection • Targeted feedback • Implementation • Project learning

3:30–4:00 | **Closing Reflections & Action Planning**

Turn two days of learning into practical next steps. Participants will identify implementation commitments, name a design or facilitation practice they want to continue developing, and consider how peers can support continued learning.

Key Topics: Action planning • Accountability • Continued practice • Peer connection
