

# OPTIMIST INTERNATIONAL CERTIFIED TRAINER PROGRAM



Certified Club Trainer

Certified District  
Trainer

Certified International  
Trainer

## **Training is a process, not an event** *Success in training is based upon developing positive Habits*

Habits are patterns of behavior that involve three overlapping components: Knowledge, desire, and skill. Because these three components are learned rather than inherited, our habits are our second nature, not our first. Thus, we are not our current habits. We can make or break our habits.

Optimist International has worked diligently over the past year to develop a program for trainer certification that has great potential to enhance the training skills of our trainers. This program will give our trainers the opportunity to develop and attain a certification level of their choice. Whether an individual decides to pursue certification as a Certified Club Trainer, a Certified District Trainer or a Certified International Trainer, we have a certification program for each that will help trainers recognize their potential and help to ensure quality training for our members throughout Optimist International. The training at the grass roots level as well as the training at the International level requires various levels of expertise and knowledge from our trainers. The experience and training techniques that will be gained as a result of our revised certification program promise to be beneficial to all involved.

### **What will participants learn:**

*Before Your Presentation Begins* - The power of clear objectives, defining your Audience, how to communicate in person, and surveying your audience are just a few of the components in this section.

*Presentation Confidence* - understanding nervousness and opening with involvement are critical to any training experience.

*Managing Your Presentations* - learn how to set training guidelines, release audience tensions and how to give value by doing more than what is expected

*Influence and Audience Buy-In* - discovering how to maximize rapport, transferring trust to your audience and finding an audience champion are key elements to training success  
*Presentation Tools* - Clarify action steps during training and find out how to effectively use training resources

### **In addition:**

- Learn how to adjust your training to any audience
- Find out what “you” can do to make your training effective for every audience, every time!
- Discover fun, interactive ice breaker and activity ideas

### **After participating in the certification program, you will have the ability to effectively:**

1. Know Your Objectives
2. Develop Your Training
3. Open With Strength
4. Manage Your Training
5. Close Effectively
6. Follow Up

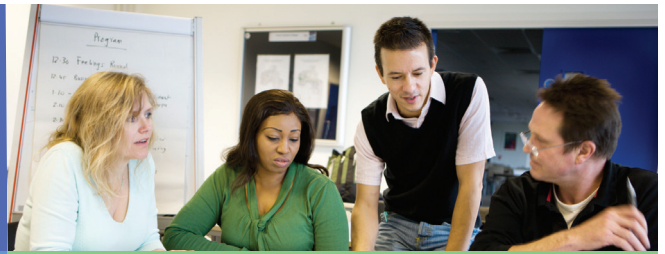
### **About the program:**

The program is designed for our Optimists to develop newly learned training skills. These skills are obtained through a wide range of training experiences and training sessions gained through Optimist International. Participants seeking admission to our Certification Training program will fill out an application that can be obtained from the Optimist International website and submit to Karen West. You will receive the requirements for the various levels of the program. You can begin to log your training hours and your training sessions. Each level of certification must be completed before the next level of certification can be completed and granted.

Please keep in mind that you do not need to complete all of one level of training requirements before beginning requirements



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in another level. You do need to complete all requirements AND be certified by the Certification Board for one level before being certified at a higher level. Once you have been certified in a specific level, you will “represent Optimist International” as a Certified Trainer for the level you have attained but this does not prohibit you from conducting Optimist training at Club/Zone/District/Regional or International events, however, the certification program does help you to develop and enhance your training skills and we encourage you to participate in this valuable self development program.

## Club Trainers

**Club Trainers** will conduct training at the local level until they complete the total hours and have attended the special Certified Club Trainer session conducted by Optimist International. Upon completing all requirements, certification may be applied for through the Certified Trainer Board to become a **Certified Club Trainer**. There will be a class at the International Convention for participants to attend, which is one of the requirements for certification. Class is limited to 30 participants.

## District Trainers

Optimists striving to reach a higher level of certification, that of a **Certified District Trainer**, will log their progress and complete all requirements prior to reaching the certification level of Certified District Trainer. Part of the experience at this level is for the trainer to choose to travel to various districts to gain more training experience. There will be a class for this level of certification at the International Convention. It is one of the requirements for certification. Class is limited to 30 participants.

## International Trainers

Achieving the **Certified International Trainer** certification is a mark of distinction and personal and professional excellence in adult learning. Certified International Trainers are trainers willing to go the extra distance to help their peers become stronger leaders, more dynamic trainers and more effective managers. Optimist International will fund the travel expenses for Certified International Trainers to visit Districts to do training. Certified International Trainers must complete all requirements for this level of certification, which includes a certification class at the International Convention.

## DON'T DELAY, REGISTER TODAY!

Registration is required. You may obtain an application at [http://www.optimistleaders.org/TeachingMaterials/CertifiedTrainers/APPLICATION\\_02-07.pdf](http://www.optimistleaders.org/TeachingMaterials/CertifiedTrainers/APPLICATION_02-07.pdf) or contact Karen West at Optimist International at 800-500-8130 x242 or [karen.west@optimist.org](mailto:karen.west@optimist.org) to request an application to register for the program. You can begin participating in the program now! Don't miss this great opportunity to improve yourself and our organization's overall effectiveness for your club, your district and Optimist International.

