



Field Services and Education Department

ANNOUNCING 2024 AFGE QUALIFIED TRAINER PROGRAM

Applications period open December 11-2023 - January 11, 2024

[Click here to apply](#)

Program overview:

The key goal of the AFGE Qualified Trainer Program is to build more training capacity within AFGE and provide more opportunities for our members to grow and build AFGE. This program is for stewards, local activists, and coordinators interested in developing their skills as union educators and trainers.

This unique training program will be delivered using a blended training model that combines self-paced online instruction with live, virtual instructor-led facilitation. Using a cohort model, we will be able to implement a community learning approach using our LMS, AFGE Learn, to provide guidance, discussion, and support throughout the program.

What you will learn:

- How to apply basic principles of instructional design to lesson planning.
- How to motivate and engage adult learners when teaching online and/or in the classroom.
- How to modify your instruction to suit audiences with mixed abilities and needs.
- How to facilitate a Zoom webinar training.
- How to facilitate a classroom training.

What you will do:

- Study the curriculum from AFGE's Level One webinars.
- Practice and learn among a group of like-minded peers.
- Gain more confidence and ease presenting in virtual and/or classroom settings.
- Rely less on reading from the slides and more on group discussion and learning activities.
- Practice giving and receiving helpful feedback.
- Co-facilitate a training webinar with an FSED Education or Labor Relations Specialist.

How to apply:

- Submit an online application at: www.surveymonkey.com/r/AFGE_QTP
- Attend one of three virtual **information sessions**: 1/10, 1:00 pm - 2:00 pm EST; 1/26, 3:00 pm - 4:00 pm EST; 2/1, 6:00 pm - 7:00 pm EST.

Phase 1: Online Coursework Completed by March 24, 2024

- Attend one or more FSED webinars on a topic of your choosing
- Online Lesson 1:** Principles of Training - Objective Development
- Online Lesson 2:** Principles of Training - Motivating Adult Learners
- Online Lesson 3:** Inclusive Strategies for Teaching Individuals with Disabilities and Learning Differences

Phase 2: Virtual Webinar and Practice Facilitation

Webinar Lesson 4: Preparing to Teach in a Virtual Setting

- Curriculum overview and teaching assignments
- Using virtual platforms like Zoom and Teams
- Common challenges when teaching in virtual and face to face sessions

Webinar Lesson 5: Practice Teaching - Team Teaching Assignments

Webinar Lesson 6: Practice Teaching, Feedback and Debrief

Phase 3 (Optional Classroom Facilitation)

- Webinar Coaching 1:1 with an FSED Education or Labor Relations Specialist
- Recorded video submission of classroom instruction (minimum 20 minutes)

"I enjoyed being active and training, and not only expanding my knowledge and learning but also helping others."

"It's important to know how to connect, reach, and teach adults from all generations so that we can strengthen our union with not only numbers but knowledge as well."

"It made me a better trainer and steward."

