NORTHWEST POWER
NORTHWEST VALUES

Training Program Opportunity:	Opens: 6/1/2023
BPA's Master Trainer in a Virtual Environment Certification Program	Closes: 7/28/2023 11:59pm PST

Grade & Salary Range:
Current pay rate

Type of Opportunity: This is an individual development opportunity for all Federal employees

Anticipated number of program candidates: 8 (maximum)

PROGRAM DESCRIPTION

Do you design and deliver virtual training at BPA as part of your performance plan? If so, becoming Master Trainer in a Virtual Environment (MTV) Certified is a fantastic opportunity to grow your skills and shine as a trainer, facilitator, and presenter. The program will give you the expertise to lead virtual classrooms with confidence, ability, and skill. You will learn in a supportive and growth-oriented environment. Take your career to the next level by becoming a BPA Master Trainer!

During the program, successful participants will:
- Become certified as a BPA Master Trainer in a Virtual Environment
- Participate in five engaging workshops via WebEx that include new skills practice
- Learn best practices in virtual training that deliver on-the-job performance improvements
- Network with other BPA trainers
- Mentor future program participants
- Be observed and receive feedback while training

Workshop Participation:

Participants must attend all workshops in their entirety to be eligible for certification. The only exception is illness or family emergency. There are limited workshop make-up opportunities, and certification may not be possible if workshops aren't completed in the scheduled time frame. **Candidates should review the workshop dates carefully to ensure they can attend and participate fully. Dates for all workshops are on Page 5.**

Training Observations:

Participants will be observed, recorded in WebEx, and given feedback while training their own class on two or three separate occasions. **If an applicant does not currently conduct virtual training classes, and does not foresee the opportunity to conduct virtual training, they will not be eligible to certify, and should not apply to the program.**

PROGRAM FEATURES

- We will select up to 8 participants for the program.

- Program participants will continue in their present positions and perform their normal duties. This program does not involve a promotion or a change in position.

- Participants who become Master Trainers will have opportunities to mentor other participants in future cohorts.

ELIGIBILITY

Participation in the program should be aligned with current or future virtual training job responsibilities and be based on a driving business need or professional development goal. The participant's Manager must approve their enrollment in the program by signing the application.

Note: We will make selections for the Master Trainer Certification Program in early August 2023. **The program begins in September 2023 and ends in March 2024**. The Program schedule is attached to this Training Opportunity Announcement; **see Appendix I.** The application is attached; **see Appendix II**.

HOW WE WILL EVALUATE EVALUATE APPLICANTS FOR THE PROGRAM

A panel of subject matter experts will evaluate applications and will assign scores to application questions based on established criteria. **Please see the application in Appendix II**.a

PROGRAM REQUIREMENTS

Workshop Participation:

Participants must attend all workshops in their entirety to be eligible for certification. The only exception is illness or family emergency. There are limited workshop make-up opportunities, and certification may not be possible if workshops aren't completed in the scheduled time frame. **Candidates should review the dates for the workshops carefully to ensure they can attend and participate fully. Dates for all workshops are on p.5 below.**

Training Observations:

Participants will be observed, recorded, and given feedback while training their own class on two or three separate occasions via WebEx. **If you are not scheduled to conduct training classes, and do not foresee the opportunity to conduct training classes, you will not be eligible to certify, and should not apply to the program**.

CERTIFICATION WORKSHOPS:

Training Design for Everyone (HRMIS 016715)

How can you be sure people are learning? How do you design classes with business outcomes in mind? How can you shift the focus of classroom training away from "brain dumps" and toward real-world application? Come learn a practical four-step method to create an Action Learning Plan for delivering classroom training or cross-training that focuses your learning goal on what people need to "do" and saves you time, money, and resources.

Presenting Training in a Virtual Environment (HRMIS 016716)

Did you know that public speaking is the thing most people fear more than death? Whether your goal is to inform, persuade, or influence, professional speaking techniques will improve your communication, help you convey your ideas, and better collaborate with others in a virtual space. In this workshop, you'll have multiple opportunities to practice and integrate new skills into your presentations. Participants will learn and practice proven techniques to increase confidence and overcome nervousness, organize a presentation to achieve a desired outcome, and practice their presentations in real time via WebEx.

Engaging Audiences with PowerPoint (HRMIS 016717)

Have you ever participated in a meeting, conference, or workshop and said to yourself: "ACK! Not another Power Point!" If so, then this is the workshop for you! Come find out how to take your presentations to the next level. Learn how to use visual design techniques in your slides to capture your audience's attention and keep it throughout the duration of your presentation. Discover why engaging your audience's whole brain is crucial to effective communication and how to turn it on (and keep it turned on). You will also be exposed to a plethora of resources that will magically transform your boring, bullet-ridden slides into a memorable communication tool. **NOTE: This is not a Power Point computer training class.**

Classroom Management in a Virtual Environment (HRMIS 016718)

What do you do with a heckler? What about someone who is openly intimidating you during class? Have you ever asked a question in a classroom only to have it fall completely flat? If you've ever led a meeting or training class, you realize that keeping your audience engaged is a top priority. Often, training classes get derailed by bad structure, poor facilitation, or difficult participants. Come find out how to create the ultimate environment for learner engagement and make your next training session be more memorable and rewarding for you and your learners.

Games Trainers Play (HRMIS 016719)

Are you ready to expand your training skills beyond lecture in the classroom? Whether it's a two minute energizer or a 20 minute breakout session, you will practice the latest and greatest methods of taking your training to the next level. Learning activities make training stick and put the learning in the hands of your learners. Come experience different methods of training that are out there (forget about the lecture) and play some games while you're at it.

CLASSROOM OBSERVATIONS:

During the certification process, candidates will be observed teaching a class via WebEx on three separate occasions by the Program Manager. After each observation, the Program Manager and the candidate will discuss any comments, feedback, suggestions, and areas for improvement. The expectation is for the candidate to incorporate the observations into their training practice, and the Program Manager will use the observation discussion as a benchmark for assessing improvement over time. Candidates are required to earn at least 90% on the observation standards to meet Certification qualifications.

APPLICATION PACKAGE CHECKLIST:

☐   Program Application (two pages), See Appendix II
☐   Manager's approval & signature on application

If you have questions about the Master Trainer Certification program, call the Program Manager, Jennifer Dryden at 503.230.4176

HOW TO SUBMIT YOUR APPLICATION:

Email applications to HRTraining@bpa.gov by EOB July 28, 2023.

"One of my favorite things about the master trainer program is that you get the opportunity to network with people who work in many different fields within BPA. It's fun to find out what other departments do and you get to learn a little about everyone. You also gain contacts that can help you down the road, maybe even one or two people that you can bounce ideas off of.

I've actually implemented several things from the training already. I've changed the setup in my classroom so that students don't have the option to sit anywhere but where I want them to sit. I have also started assigning homework prior to and during class, similar to the flipped learning style. What a huge impact that had on classroom time and student understanding the next day! I've also incorporated some of the activities from the Games Trainers Play session, and got some great feedback from my class. We don't wait until the third day of class to begin the hands on portion anymore; we go out and get our hands dirty the first day of class. I've made a lot of changes, and so far the feedback has been very good.

The master trainer programs helped me to structure and organize my classroom material and gave me the tools I needed to design a course to encourage learning."

-Kellie Robinson, TEST, Master Trainer certified 2014

	Applications due by:	Acceptance to the Program	Kick-Off Meeting	Workshops begin:	Workshops end:	Observations Begin
2023-24 COHORT	7/28/2023	8/2/2023	9/12/2023	10/3/2023	3/14/2024	5/2024

TIME COMMITMENT

Candidates will be required to be away from their regular work assignments for scheduled workshops, check in meetings for observed feedback, and two-three classroom sessions where they are training under observation.

- Five virtual, instructor-led workshops = 42 hours
- Pre-work and homework (estimate) = 5+ hours
- Observations and feedback (estimate) = 4+ hours

All workshops delivered virtually via WebEx, some on multiple days

Master Trainer in a Virtual Environment	Dates	Times
Welcome meeting	9/12/2023	1:30-3:00pm
Training Design for Everyone	10/3/2023 and 10/5/2023	8:30-12pm
Presenting Training in a Virtual Environment	11/9/2023 and 11/14/2023 and 11/16/2023	8:30-12pm
Engaging Audiences with PowerPoint	1/18/2024 and 1/23/2024 and 1/25/2024	8:30-12pm
Classroom Management in a Virtual Environment	2/13/2024 and 2/15/2024	8:30-12pm
Games Trainers Play	3/12/2024 and 3/14/2024	8:30-12pm
Training observations (2-3)	TBD	2 hours each
Observation Feedback	TBD	1 hour each

APPENDIX II - MASTER TRAINER IN A VIRTUAL ENVIRONMENT CERTIFICATION PROGRAM APPLICATION

Today's Date _____

NAME	
JOB TITLE	
WORKGROUP	
YOUR EMAIL ADDRESS	
YOUR PHONE NUMBER	
MANAGER'S NAME AND TITLE	

Please answer the following questions:

1. **How does BPA's Master Trainer in a Virtual Environment Certification Program fit into your current role or future role?**

2. **What knowledge, skills, and professional development do you want to gain by completing the Master Trainer in a Virtual Environment Certification Program?**

3. **Which virtual class(es) do you teach at BPA? Please provide a description of the class(es) including the name of the class, length of the class, specific learning objectives, and target audience of each class.**

4. **How long have you been teaching/training classes at BPA?**

5. **How frequently are you asked to teach/train class(es)?**

(CONTINUED)

SIGNATURE AREAS:

	7
Applicant Name (printed)	Applicant Signature & Date

Manager Name (printed)	Manager Signature & Date

Email completed applications by EOB 7/28/23 to hrtraining@bpa.gov