

AERO Trainer Preparation & Certification Overview

Prerequisite: Successful participation in 4-day AERO Advocate Workshop

The Advanced Error Reduction in Organizations (AERO) Trainer preparation and certification process develops AERO advocates further to become certified internal trainers. A selection of approximately 10-12 of the advocates, representing a diagonal slice of the organization should be requested to become internal trainers. These internal trainers will become the delivery mechanism for the 8-hour Employee Awareness session. Trainer preparation and certification follows the following process:

1. Organization selects 10-12 internal trainers (depending on size of org.)
2. **Prerequisite:** internal trainers attend **4-day AERO Advocate Session**
3. Internal trainer successfully completes **5-day AERO Train the Trainer (TtT) workshop**
4. **Optional:** Internal trainer preparation and practice (with coaching support)
5. Internal trainer attends first day of **certification week** to practice
6. Internal trainer is observed delivering live workshop during **certification week**
7. **Optional:** Coaching support to refine trainer delivery
8. **Licensing / IP Tech. Transfer fee** is paid so that the organization takes ownership of the material
9. Internal trainers facilitate workshops for the organization following the **AERO Internal Training Standard Operating Procedure**

AERO Train the Trainer workshop objective:

To prepare selected AERO advocates to become certified internal trainers.

AERO Train the Trainer workshop, participant focus areas:

- Review and refresh core AERO concepts
- Deepen understanding of the intricacies of materials from a trainer perspective
- Receive materials and support to become internal trainers
- Start the deliberate preparation and practice process to become certified
- Receive feedback and coaching to develop delivery and facilitation skills