

# PRIME AND EXCEL IN JUNIOR CHAMBER

PRIME and EXCEL, registered courses of the JCI University, were designed to train members interested in becoming trainers, coaches, facilitators or instructors.

PRIME and EXCEL courses offer our members the opportunity to acquire additional theoretical and practical application of the principles of the Adult Learning Experience (ALE), featuring training needs analysis, program design, presentation skills, etc.

## PRIME

### So what is PRIME?

This first-level training course for JCI trainers, can be your practical guide to implementing sound personal and leadership development programs in order to create positive change.

PRIME builds confidence in presenting complex information in clear and engaging ways and increases the ability to motivate others. Additionally, it develops communication skills and teaches people to look at new situations openly and positively.

The course content includes the following:

Module 1: The ABC of adult training

Module 2: What motivates adults to learn?

Module 3: The trainers resources

Module 4: Promotion of the training

Module 5: The expectations and the objectives of learning.

Module 6: Action based training

Module 7: The trainer in action

Module 8: Evaluation

### Where can I attend a PRIME course?

In addition to its availability at most JCI Area Conferences, PRIME can be presented within national organisations and may be conducted as a single national event or in conjunction with a national convention, conference, or any other national meeting.

National organisations are encouraged to invite neighbouring countries to participate in their PRIME courses.

If you wish to run a PRIME course yourself, you must secure approval from JCI by following guidelines and criteria designed to help establish and maintain a standard of excellence and to guarantee maximum impact of this unique adult learning experience.

### Who can attend?

PRIME is designed to present new and interesting challenges to members who have little or no experience in training but who want to develop coaching skills for use in their chapters, community, and workplaces.

Any member interested in coaching or individual development is welcome to attend this course. Each PRIME course must be attended by no less than 12 individuals. All participants must complete the official registration form as these forms are used by the Head Trainer to assess the levels of knowledge and learning styles of the participants.

### **How long does it take?**

A total of 24 hours in 2½ days of training must be allocated for PRIME. Additionally, participants will be required to work on assignments at night. PRIME participants should plan no other activities for the duration of the course.

### **How much does it cost?**

This depends on the organisers of the course!! However, as is usual with Chamber events the organisers try to make the event as cost effective as possible so that JCI members receive maximum value for money.

Typically a 2 and half day weekend including meals and accommodation is €250 - €300. Attending PRIME at a conference is normally a cheaper option as you are often paying for your accommodation anyway.

### **How do I apply?**

Contact the Junior Chamber Ireland 2004 Training Director

## **EXCEL**

### **So what is EXCEL?**

EXCEL is the JCI Training Designers Course, and the flagship program of the JCI University. It will prepare individuals, who already have proven talent in the management of the adult learning experience, for a new dimension of coaching development.

You will learn how to write professional training courses, develop learning activities and useful handouts, and design evaluations. Also, Computer-Based Training (CBT), Web-Based Training, and Distance Learning will be discussed.

EXCEL uses concepts and methods designed to prepare practitioners for an adult learning experience that are even more dynamic and innovative than those used in PRIME. Knowledge will be imparted. Techniques will be practised. Concepts will be developed. The team will find its own level of expertise and creativity.

In Module 1, Assessing Learning Needs, you will learn how to find out what your participants know and what they need to learn to perform at a desired level.

In Module 2. Creating the Program Outline, you will work with your fellow students on the skeleton of your training program, based on the participants' training needs determined in Module 1.

In Module 3. Writing the Coaching Guide, will give you ideas, techniques, and tools to create the most dynamic, effective and innovative vehicle for conveying your learning program.

In Module 4. Developing Learning Activities, you will learn how to develop activities and games that create learning expectations and enhance your message.

In Module 5. Producing Handouts and Manuals, looks at packages that will reinforce your training message during the session and give participants a written reference to be used in the future as needed.

In Module 6. Alternative Training Programs, you will discuss with your fellow participants the various options for designing advanced training programs, using state-of-the-art technology, and advances in the communications revolution, including the Internet.

In Module 7. Designing the Evaluation and Measuring Learning, you will learn how to design evaluation systems that validate your program.

**Where can I attend an EXCEL course?**

Excel courses are offered only at World Congresses and Area Conferences.

**Who can attend?**

To qualify to attend EXCEL, you must be a JCI Certified Local Trainer (CLT), and must have conducted a minimum of 25 hours of training after becoming a CLT.

**How long does it take?**

EXCEL is a three-day, intensive, hands-on training course and all participants are expected to fully commit themselves to the course. EXCEL starts at 8:30 every morning and participants are advised to arrive at the course site at least one day early.

**How much does it cost?**

It varies, but the amount is usually a little more expensive than the fee for PRIME

**How do I apply?**

As this only runs at Area Conferences and World Congress, you must apply to JCI. However, the conference organisers will be able to provide you with the details.