



1750 N. Florida Mango Rd  
Suite 302  
West Palm Beach, Fl. 33409  
561.840.8080  
training@compotec.com  
[www.compotec.com](http://www.compotec.com)



Learning Solutions



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**Course Objective:**

Microsoft Certified Trainers (MCTs) are the premier technical and instructional experts in Microsoft products, technologies, and solutions. To ensure a superior learning experience for our customers, MCTs are the only individuals that Microsoft authorizes to deliver training that is based on Official Microsoft Learning Products or Microsoft Dynamics Learning Products for the MCT program.

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**CompTIA CTT+**

If requested this course can also fulfill all requirements for CompTIA CTT+

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**MCT Requirements**

Microsoft recognizes and promotes MCTs as Microsoft technical and instructional experts. Program requirements ensure that MCTs consistently satisfy customers. For the MCT 2009 program year (from April 1, 2009, through March 31, 2010), MCTs must fulfill the requirements found at this link: <http://www.microsoft.com/learning/en/us/certification/mct.aspx#tab3>.

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**Course Content:**

**Lesson 1: Preparation**

- Dealing with student and instructor anxiety
- How to prepare yourself for class
- How to prepare the classroom
- How to open and close the training day

**Lesson 2: Adult Learning**

- The T, V, I test of adult thinking
- The four learning styles
- The four key thinking styles
- The three main types of classroom delivery

**Lesson 3: Concept vs. Procedure**

- How to better understand conceptual versus procedural teaching
- How to build a concept tree for lesson delivery
- Several setup techniques
- Various delivery methods
- How to effectively follow-up after delivering a concept
- How to effectively apply the VCP model to courseware development

**Lesson 4: Concept Delivery**

- How to understand and effectively apply needs assessment tools
- How to effectively pace a day of training based on the needs of your students
- How to build and deliver analogies effectively
- How to enhance your questioning techniques
- Effective co-teaching and cooperative learning strategies

**Lesson 5: Presentation Skills**

- About the components of presentation skills
- How to link effectively with your students

**Lesson 6: Classroom Management**

- The importance of prevention and control messages in your classroom
- How to use effective control strategies in your classroom
- The four-step approach to handling disruptive students

**Lesson 7: Burnout**

- Identify the main characteristics of burnout and stress in training
- Apply a five-step approach to dealing with and preventing burnout.

**Lesson 8: Evaluation/Growth**

- Identify and apply the three levels of evaluation
- Identify and apply areas of trainer growth