



MUNICIPAL ELECTRIC SYSTEMS OF OKLAHOMA

MESO's Train the Trainer Program

Organizations that will succeed today, tomorrow and into the future are those that value a well-trained, skilled workforce, and are willing to ensure workers are prepared to succeed.

People learn from formal sessions, co-workers, and our experiences. At MESO, we believe that sometimes the best training is led by people who've "been there, done that."

MESO's Train the Trainer Program is designed to develop in-house trainers who will work to develop successful co-workers. The program focuses on giving knowledgeable employees the skills to effectively train co-workers.

Through course work and exercises, participants will walk away confident in their ability to deliver quality training that will directly benefit those they train and their organizations.

[Click here](#) to register today or visit www.meso.org for additional information

**March 1 –
May 10, 2018**

Successful participants will have:

- A desire to share knowledge with members of their organization.
- A willingness to stand before small groups in a training setting.
- A strong desire to learn
- The willingness to help others succeed
- The ability to organize their thoughts in a logical manner

Participants will learn how to:

- Understand learning styles and develop training addressing individual needs
- Identify specific training needs of a group
- Develop content-driven training that can have an immediate impact on work performance
- Develop simple evaluation processes that measure individual understanding of the material
- Design follow-up processes to determine the long-term effectiveness of the training

Your organization will benefit through:

- Skilled in-house trainers who can provide timely, relevant and meaningful training
- Experienced speakers who can address a group effectively on important issues
- Opportunity to save money through the effective use of in-house personnel

Key Facts about MESO's Train the Trainer Program:

- The Train the Trainer Program meets six times
- ATTENDANCE IS MANDATORY AT ALL SESSIONS
- Participants will practice making presentations throughout the program
- The program is limited to 12 participants
- All sessions start at 8:30 a.m. on the days indicated
- Cost - \$600.00 per participants which covers – training, course material, and lunch each day

Class size is limited to 12.

[Register now](#) to reserve your seat.

Meeting Dates and Class Topics:

Classes begin at 8:30 a.m. each day. Lunch will be provided for each class. The dates for the six sessions are:

- March 1 Understanding Adult Learners
- March 8 Presentation Software (*Class will be held at the Edmond Computer Lab*)
- March 22 Training Design
- April 5 Making Training Meaningful
- April 19 Event Success
- May 10 Techniques for Successful Trainers

Training Locations:

- **Municipal Electric Systems of Oklahoma** 308 NE 27th Street, Oklahoma City, OK
- **Edmond Computer Lab** 28 E. Main Street, Edmond, OK

Program cost:

The cost for the program is \$600 per participant and covers course material, lunches, and recognition upon program completion.

The Trainer -Tom Rider, MESO General Manager

For more than 25 years, Tom has worked with Oklahoma organizations and individuals helping them realize success through focused effort. His programs on leadership, supervision, and interpersonal relations consistently receive high marks from participants. Rider's successful, year-long Supervisor Course and Success Skills courses continue to draw participants from across the state.

For more information, contact - Tom Rider at 405-528-7564 ext. 2 or tom@meso.org

[Click here](#) to register today or visit
www.meso.org

MESO's Train the Trainer Program

Please register the following:

City or Company:	
Name/Title:	Email:

I recommend that the above named individual participate in the MESO Train the Trainer Program. Further, **I understand that participation in each of the six meetings is a requirement for completion of the program.**

Signature: _____

Printed Name: _____

Title: _____

Email: _____

Payment Enclosed _____ Purchase Order # _____

Send Billing to:

Name/Title:	Email:
Address:	
City/State/Zip:	
Phone:	Fax:

Mail Registration to:
MESO/OMUSA
308 N.E. 27th Street
Oklahoma City, OK 73105-2717

FAX Registration to:
405-524-5095

For more information about MESO's Train the Trainer Program, contact Tom Rider at tom@meso.org. For registration or billing information contact Deborah Gonzales at deborah@meso.org.

CANCELLATION POLICY:

Registrants who cancel fifteen (15) working days prior to the first session are entitled to a full refund. A fifty percent (50%) refund is available to registrants cancelling at least five (5) working days prior to the first session. There is no refund for cancellations made after the first session or for no-shows. To notify of cancellation, please contact MESO by email at deborah@meso.org. MESO recognizes circumstances outside of the registrants control may impact attendance at the course or the registrant's ability to receive full value of their investment. If a registrant has a unique situation, please contact MESO, and we will consider exceptions to the policy on a case-by-case basis.

Class size is limited to 12.

[Click here](#) to register today or visit www.meso.org for additional information.

WHAT:

MESO's Train the Trainer Program

WHEN:

March 1 – May 10, 2018