



Train the Trainers Workshop

**Administrative Office of the U.S. Courts
Defender Services Office Training Division**

Portland, Oregon

October 20-22, 2026

DRAFT AGENDA

Tuesday – October 20, 2026

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|----------------|--|
| 7:30 – 8:30 AM | Workshop Registration and Continental Breakfast |
| 8:30 – 8:45 AM | Welcome and Introduction to the Workshop
Franklin Draper, <i>Chief, Defender Services Office Training Division, Washington, DC</i> |
| 8:45 – 9:45 AM | Content Covered is Not Content Learned: How Training Design Principles and Learning Objectives Can Make You a More Effective Trainer (Plenary)
Sean Broderick, <i>National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, CA</i>
Juval O. Scott, <i>Executive Director, The Bronx Defenders, Bronx, NY</i> |

In the last twenty-five years there has been significant scientific research conducted on how learning occurs in the brain. For example, we now know that participant's prior knowledge is a far more important factor in how they learn as opposed to their "learning style" preference. This presentation will cover the essential elements of training design principles for the workplace, including the importance of developing learning objectives, the value of designing your training to include interactivity, the usefulness of conducting a needs assessment, and information on adult learning.

After this session and the small groups that follow, participants will:

1. Know and understand the basic principles of workplace learning.
2. Know and understand the general implications for training design that follow from principles for workplace learning, such as the need to present information in short blocks of time and through different means, including written materials, spoken words, graphics, or visuals, and through interactive sessions and exercises.
3. Know how to apply principles of workplace learning in presentations, demonstrations, and small group learning environments.
4. Know and understand the reasons for, and importance of, writing and using learning objectives.

9:45 – 10:00 AM

Refreshment Break

10:00 – 11:00 AM

Introductions and Discussion of Session Topics – Concurrent Small Group Breakouts

This session provides an opportunity for group members to be introduced to each other and to learn the ground rules and purposes of the breakouts. Participants will discuss their respective training topics they will be working on during the workshop, including who are their learners and what are their goals for their learners after they have completed their training.

Room locations for the small groups will be posted by the registration desk. All small groups will meet in the same rooms throughout the workshop.

11:00 AM – 12:15 PM

Learning Objectives – Concurrent Small Group Breakouts

This session provides an opportunity for group members to discuss learning objectives for their training session with their small group.

After this session and the small groups that follow, participants will:

1. Know and understand the reasons for, and importance of, writing and using learning objectives.
2. Know the types of learning objectives and their components.
3. Be able to write effective learning objectives for training sessions, considering the subject matter needs of the audience and principles of adult learning and the retention of information.

12:15 – 1:30 PM

Lunch (on your own)

1:30 – 2:30 PM

Effectively Writing Learning Objectives – Concurrent Small Group Breakouts

This session provides an opportunity for group members to draft learning objectives for their training session with their small group.

After this session and the small groups that follow, participants will:

1. Know and understand the reasons for, and importance of, writing and using learning objectives.
2. Know the types of learning objectives and their components.
3. Be able to write effective learning objectives for training sessions, considering the subject matter needs of the audience and principles of adult learning and the retention of information.

2:30 – 2:45 PM

Break

2:45 – 3:45 PM

Session Design – Concurrent Small Group Breakouts

This session will provide participants the opportunity to apply the principles of adult learning and training design to the subject they have selected by designing and discussing a training session on that topic.

After this session and the small groups that follow, participants will:

- Be able to design their training session in manner that is consistent with the principles of adult learning, relevant information on retention, and well-crafted learning objectives in the effective design of workplace training sessions.

3:45 – 4:00 PM

Refreshment Break

4:00 – 5:00 PM

The Elements of Effective Small Group Facilitation and Feedback (Plenary)

Kasha Castillo, *Executive Director, Federal Defenders of San Diego, Inc., San Diego, CA*

Workshops are popular programs for attendees, and trainers are frequently called upon to facilitate in small groups. But how do you do it? This session will discuss the elements of effective small group facilitation and how to provide useful and valuable feedback to participants to improve their learning.

After this session and the small groups that follow, participants will:

1. Know, understand, and be able to use the elements of effective small group facilitation and feedback skills.
2. Know how to give meaningful and constructive feedback so it maximizes participants' abilities to learn the material.

Wednesday – October 21, 2026

7:30 – 8:30 AM

Continental Breakfast

8:30 – 10:30 AM

PowerPoint Tutorial (Hands-on Plenary)

Sean Broderick, *National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, CA*

Kelly Scribner, *Research & Writing Specialist, Office of the Federal Public Defender for the District of Nevada, Berkeley, CA*

PowerPoint is one of the most common tools in training. This training session will have participants divide into two groups and do hands-on exercises, including how to design slides, using text, graphics, and animation that can be part of a slide show as part of a training session.

During this session, participants will:

1. Experience experiential learning – for many, learning software is like riding a bicycle, it cannot be learned by reading it.
2. Learn some of the basic elements in creating an effective PowerPoint presentation.
3. Practice working with PowerPoint in a fun and safe environment, where making mistakes will be a part of the learning process.

10:30 AM – 10:45 AM

Refreshment Break

10:45 AM – 12:00 PM

Creating an Engaging and Useful Presentation/Visual Persuasion – Concurrent Small Group Breakouts

This session will provide participants the opportunity to apply the principles of adult learning and training design to the subject they have selected by designing and discussing a training session on that topic. The participants will prepare and/or fine tuning both the content and delivery of their presentation, including providing participants an opportunity to present a portion of their plenary presentation and receive feedback.

12:00 – 1:15 PM

Lunch (on your own)

1:15 – 3:45 PM

Creating an Engaging and Useful Presentation/Visual Persuasion – Concurrent Small Group Breakouts (*cont'd*)

3:45 – 4:00 PM

Refreshment Break

4:00 – 5:00 PM

Preparing Effective Webinar Presentations (Plenary)

George Couture, *Attorney Advisor, Defender Services Office Training Division, Washington, DC*

Sara Peloquin, *Attorney Advisor, Defender Services Office Training Division, San Diego, CA*

Since 2022, one of the most common types of training for legal CLE programs are hour-long webinar presentations. These can be challenging trainings to provide for a host of reasons. This session will walk through the process of designing a webinar presentation from start to finish, including providing tips and tricks for presenting with videoconference technology.

After this session and the small groups that follow the participants will:

- Know, understand, and be able to use the elements of effective presentation skills in the design and presentation of training to large groups through video conference technology.

Thursday – October 22, 2026

7:30 – 8:30 AM

Continental Breakfast

8:30 – 10:30 AM

Creating an Engaging and Useful Presentation/Visual Persuasion – Concurrent Small Group Breakouts (*cont'd*)

10:30 – 10:45 AM

Refreshment Break

10:45 – 11:45 AM

Demonstrations of a Presentation from Each Small Group (Plenary)

A participant from each small group will provide a segment of her/his presentation.

11:45 AM

Closing Remarks

Franklin Draper, *Chief, Defender Services Office Training Division, Washington, DC*