



## **Personal Success Master Trainer Structure for Internal Facilitators**

### **Information required from candidates:**

- Resume, including your True Colors® spectrum
- Approximate date of original BAS/PSS Certification or copy of Certificate of Completion
- Copy of Certificate of Completion for at least one Additional Application Certification Training
- Number of times you have facilitated a True Colors Seminars
- Video of your performance (no longer than 10-15 minutes)
- Evaluations from past workshops, trainings, along with any comments, letters of recommendation, etc. after you have completed Certification Training
- Training Background (Complete attached “Facilitator Capability Overview”)
- Satisfy all elements of the “Master Trainer Development Steps” outline (attached)

### **Timetable for completing Master Trainer training:**

- Approximately 5 – 7 hours on the telephone with an assigned Executive Trainer during the day or in the evening
- Co-facilitate one 2 ½ day Personal Success Certification Training with Executive Trainer (allow 3 full days)
- Co-facilitate a second 2 ½ hour Personal Success Certification Training if the Executive Trainer deems it necessary \*
- Allow 2 – 3 hours of preparation time with Executive Trainer via e-mail and/or telephone prior to co-facilitation
- Allow for approximately two hours of in-brief/out-brief each day of training

### **Associated Costs:**

- Cost when a single Co-facilitation session is required - \$5,500.00
- Added cost for a second Co-facilitation session - \$1,500.00
- Cost to certify each Personal Success Facilitator after the Master Trainer status is attained - \$450.00 (Includes first year Annual Facilitator Fee)

### **Added Condition for Master Trainer**

- If the Internal Master Trainer chooses to depart from the organization within which they were trained, a new agreement must be developed with True Colors and additional training and fees may be assessed.
- Any travel arrangements necessary for completion of these steps are the responsibility of the candidate.

\* Second co-facilitation may be waived through the following process: Master Trainer candidate submits to True Colors for review a video tape of candidate presenting their presentation of the PSS Essential Elements 2, 3 and opening of 4. True Colors will make co-facilitation decision after review and discussion with Executive Trainer.



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## Master Trainer Development Steps

(To become a Trainer of Facilitators for Personal Success Certification)

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### Trainer Candidate's Name

The following skills, experience and knowledge must be displayed or discussed with an assigned True Colors Executive Trainer who will mentor and co-facilitate this process.

- Personal Success Certification
- Co-Facilitate Certification Training (includes personal one-on-one training and coaching with your Executive Trainer and may need to be done more than once)
- Review the History & Development of True Colors
- Read and Understand *Please Understand Me*
- Read and Understand *Showing Our True Colors*
- Understand other temperament models
- Understand Adult Learning Theory
- Understand Outcomes/Goals and Objectives
- Understand facilitator skills, tricks, tips
- Understand marketing strategies
- Review & Understand 7 Essential Elements
- Review & Understand 2 ½ day training outline
- Review & Understand all products
- Review & Understand "Live Show" integration
- Review & Understand energizer strategies
- Review & Understand Opening Activities (pairs/share, Brightening Process, Feedback/evaluation, etc.)
- How to handle questions during training (FAQ)
- How to handle problem situations
- Demonstrate full color spectrum training capability
- True Colors review of seminar evaluations
- Interview with Training Director or designee
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Estimated date of completion: \_\_\_\_\_

Signed by Candidate \_\_\_\_\_ Date \_\_\_\_\_

Signed by Executive Trainer \_\_\_\_\_ Date \_\_\_\_\_



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## FACILITATOR CAPABILITY OVERVIEW

Please provide an overview of your qualifications and experience within the learning, education or people development fields.

Please complete only the columns which are relevant to you, of course!

<b>Coaching</b>	<b>Training/Group Facilitation</b>	<b>Teaching</b>
Qualifications/Certifications	Qualifications	Credentials Held
Client Profiles (e.g., Individual or business)	Client Profiles (e.g., Corporate or charity)	Grade Level Experience (i.e., primary, secondary, college)
Coaching specialties (e.g., business or life)	Training Topics (e.g., communications, leadership)	Specialized subject(s)
Usual group sizes (if group/team coaching offered)	Average group sizes	Average class size
Instruments or tools used (e.g., MBTI)	Instruments or tools used (e.g., MBTI)	Special skills or techniques used