

Trish Wells – Senior Facilitator & Consultant

Location: Victoria

Trish Wells has 15 years of experience in instructional design and training delivery, working primarily with the Government of British Columbia. Trish has developed materials to support instructor-led and self-study training. She is an experienced classroom and online facilitator. She has a special interest in developing effective visuals to enhance training material. She strives to make complex ideas simple, producing engaging and effective content.

Trish has designed and produced effective job aids, course participant workbooks, facilitator guides, presentations and systems manuals for a variety of BC Government custom applications. She has also designed and developed simple, effective graphics to enhance these products. She has updated existing training materials such as self-study manuals and PowerPoint presentations by interviewing Subject Matter Experts, editing existing material, and researching and incorporating fresh material. Because Trish worked as the junior editor for the *BC Hunting & Trapping Regulations Synopsis* (circulation 200,000 copies), she understands and adheres to industry publication standards and can work with publishers in pre-press situations. This gives her work a truly professional look.

Trish is a member of the Canadian Society for Training and Development and is a graduate of the University of Victoria's Certificate in Adult Continuing Education. She is in the process of enrolling in the University of North Dakota's Instructional Design & Technology certificate program with the goal of upgrading her web-based training design skills.

Trish has delivered training using a variety of training methods, including online and classroom training. She has used web-conferencing to deliver ½ day training sessions. She has delivered synchronous, online training sessions that are 2 hours long and an asynchronous, online course that is 6 weeks long. Trish specializes in customized systems training, and she also enjoys delivering soft-skills training. She has taught subjects such as effective communications, preventing harassment in the workplace, and Train-the-Trainer. Recently Trish has been certified as an instructor for the BC Government's Procurement and Contract Management Program, providing training to individuals requiring an introduction to contract and procurement planning, writing, monitoring and evaluation.

Summary of Knowledge, Skills and Abilities

- Ability to apply adult education principles in all phases of the training development cycle
- Ability to develop a wide range of training materials, including job aids, workbooks and facilitator guides
- Unique knowledge of industry publication standards
- Knowledge of graphic design principles to develop graphics that enhance learning
- Ability to develop effective user documentation for customized software applications
- Ability to build and maintain positive relationships with clients and learners
- Skilled facilitator who can meet the diverse learners' needs

Education

- **Certificate in Adult Continuing Education (C.A.C.E.)**
University of Victoria, 1996
- **Certificate in Instructional Design & Technology**
University of North Dakota, ***to begin in Fall 2009*
- **Bachelor of Arts, Biology**
University of Pennsylvania, 1987

Areas of Facilitation Expertise

- Customized computer applications and technology
- Train-the-trainer
- Contract management, administration and procurement strategies
- Effective communication
- Taking charge of your career

Contact us today to meet Trish or any of our other senior facilitators.