



Virtual CIP

SCHEDULE FORMAT

Five sessions over two months, each lasting one to three hours:

Ⓞ **Session I**

Introduction to CIP essentials and demonstration of a module teach back

Ⓞ **Session II**

Participant Civil Treatment[®] for Employees (CTE) teach back sessions

Ⓞ **Session III**

Participant Civil Treatment[®] for Managers (CTM) teach back sessions

Ⓞ **Session IV**

CTM teach back video due to ELI

Ⓞ **Session V** – One-hour individual session with instructor

Master Trainer provides feedback regarding video submission, and participant is notified of certification status.

VIRTUAL CERTIFIED INSTRUCTOR PROGRAM

The Employment Learning Innovations, Inc. (ELI[®]) train-the-trainer program allows human resources professionals to become certified to teach ELI's award-winning programs to their colleagues.

In addition to the traditional classroom-style course, ELI is now offering a virtual option for our Certified Instructor Program (CIP). The Virtual CIP course is completed online over a two-month period using video conferencing software.

ELI's Virtual CIP is taught by live instructors. The comprehensive course

includes three instructor-led group sessions, one video submission and a final one-on-one wrap-up session, as well as independent work outside the scheduled curriculum.

Our standard CIP requires three full days out of the office, but the Virtual program takes place over the computer, from your desktop. Although there is more independent work, the sessions are shorter (one to three hours each), and scheduled one or more weeks apart to allow for shorter time slots weaved into your busy schedule.



Build a Civil Workplace.™

Virtual CIP



No travel required – course is completed online via video conferencing software and conference call. You will obtain certification without traveling to a classroom. Shorter segments across time with individual assignments allows busy professionals to incorporate training into their schedules. Cost is the same as the classroom mode, with some additional benefits:

- ⊙ A professional ELI® trainer is available to come to your location and help you facilitate one of your first Civil Treatment classes.
- ⊙ As a complement to the virtual training, you may attend a standard (in-person) CIP at no additional charge. Scheduling based upon classroom availability.

For more than two decades, ELI has been providing engaging and interactive learning solutions that help organizations like yours build and maintain inclusive, productive and ethical workplaces. Through the award-winning ELI Civil Treatment® Learning Program, clients can drive lasting behavioral and cultural change across the organization, while fostering improved employee performance and legal compliance.

Prerequisites for Virtual CIP Candidates

To ensure success, the candidate must:

- ⊙ Be employed by a company that currently has at least one (1) certified trainer who is willing to serve as a mentor to the CIP participant.
- ⊙ Be an experienced trainer (one year minimum).
- ⊙ Have attended CTM within the 12-month period preceding the Virtual CIP.
- ⊙ Successful candidates will be certified for 12 months. In order to extend certification, the participant must submit course evaluations from three classes and have received a composite score of three (3) or higher from each class.
- ⊙ Technical requirements:
 - ⊕ Ability to access and use the video conferencing Web site.
 - ⊕ A computer video camera
 - ⊕ A video camera to record the participant's final teach back session.
- ⊙ Commitment to attend all sessions. Rescheduling and/or makeup sessions are not available.



To register or find out more about the certification, please contact your ELI client representative at 800-497-7654.

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