

Introduction to Education and Training (2021)

Explore career opportunities in education and training. [ED 1](#)

- 1 Compare the career potential in Administration and Administrative Support Services, Professional Support Services, and Teaching/Training. [ED 1.1](#)

Analyze skills of effective educators or trainers. [ED 2](#)

- 1 Evaluate concepts of effective communication skills needed in an education or training setting. [ED 2.1](#)
- 2 Apply effective planning and presentation skills in an education or training setting. [ED 2.2](#)
- 3 Explore management strategies for an effective and efficient learning environment. [ED 2.3](#)

Investigate influences on education and training. [ED 3](#)

- 1 Examine the history of education & training. [ED 3.1](#)
- 2 Discuss inequity and diversity in education. [ED 3.2](#)
- 3 Assess the influence of learning styles on education or training. [ED 3.3](#)

Analyze professional ethics and legal responsibilities in education and training. [ED 4](#)

- 1 Explore goals, policies, and procedures to ensure a positive learning environment. [ED 4.1](#)
- 2 Interpret emergency and safety procedures in an education or training settings. [ED 4.2](#)
- 3 Gather and examine professional ethics as they relate to education and training. [ED 4.3](#)
- 4 Assess appropriate confidentiality regarding educational and occupational information. [ED 4.4](#)