



COMPREHENSIVE FITNESS

20 MINUTES TILL IT MATTERS

Instructional Design for Frontline Leaders and Accidental Trainers



Is this You?

You're expected to train, teach, or coach others, but you've never been formally trained to do so.

You face real training and performance challenges with limited time to prepare.

You want repeatable training that makes a difference.

This Workshop gives you practical strategies, proven frameworks, and ready-to-use tools you can start using tomorrow.

THE 20-MINUTE ADVANTAGE



PARTICIPANTS WILL

- Design practical 20-minute micro-learning sessions.
- Turn everyday moments into powerful learning opportunities.
- Use design methods that boost engagement & retention.
- Use proven methods like “Task, Conditions, and Standards”
- Build coaching & feedback skills that drive performance.
- Create nested learning systems that support growth.
- Leave with tools and lesson plans that are ready to use.

KEY OUTCOMES

Deliver quick, high-impact, performance oriented training

Apply adult learning theory for retention and engagement.

Leave with lesson plans and tools that are ready to use.

Design micro-lessons that support macro-systems.

WHO SHOULD ATTEND

Frontline supervisors & Managers

Team leaders & shift supervisors

Field training officers & trainers

Lead workers & senior technicians

Coaches & mentors

Workforce Development Staff

Safety & compliance coordinators

Project Managers

TRAINING FORMAT

Method: Facilitator-led instruction that models best practices through practical exercises, collaborative learning, coaching, and interactive discussions.

Length: 8-Hours
(Also available in shorter formats)

Participant Experience: No training or experience is required. Bring an open mind and a challenge and leave with ready-to-use resources.

“Great training doesn’t always require hours in a classroom. It happens in the small moments throughout the day when leaders intentionally invest in developing others.”



ABOUT JOE

With decades of experience in organizational leadership and instructional design, Joe helps organizations build stronger people and teams. He holds a Master’s in Education and is a certified coach, facilitator, trainer, and instructional designer.

LET’S CONNECT!

✉ jwillis@comprehensive.fitness

📞 573-337-9484

🌐 www.comprehensive.fitness

🌐 [linkedin.com/in/joewillis/](https://www.linkedin.com/in/joewillis/)