



FAQ

Who

1. Who is BTI

Business Training Institute (BTI) is a division of Bellevue College's Continuing Education program. Utilizing a catalog of over 2,000 proven business learning modules and professional facilitators with industry experience, we provide custom and off the shelf workshops that help corporations, government and nonprofits provide training for their employees.

2. How do BTI Classes differ from Bellevue College classes or Bellevue College Continuing Education Classes?

BTI workshops are designed to deliver the finest just in time training in the workplace. Geared towards busy, adult learners of different styles they are interactive, use many different learning modes, and can be customized to fit your industry. The majority of workshops are held at your workplace in a 2-4 hour session.

3. Who teaches BTI Workshops? And how do you determine which facilitator is the right one to deliver my workshop?

Our facilitators are professionals with industry experience who have been selected because of their ability to create transformational learning environments. When we are working on your needs assessment, we determine which of our facilitators has the industry and subject matter expertise as well as teaching style to provide you the best training outcome possible.

4. Are there any funds available to my company for providing BTI workshops?

Yes! One of the benefits of having BTI do your training over a private entity is that Washington state has programs such as the Job Skills Program (JSP) and Customized Training Program (CTP) that have grants available to help offset the costs. Contact us to see if your workshop is eligible for this program.

5. What is the difference between choosing BTI vs. choosing a private company to fulfill your training needs?

In addition to the funding mentioned above, BTI provides a professional experience both in the classroom and out. We are a non-profit, so that allows us to keep our margins low, while what profits do come out of the program go back into our local community to support Bellevue College's mission to advance the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community.



When

6. What is the lead time for developing/scheduling a workshop?

If we are using off the shelf content, we can typically be ready to give a class within a week of signing a contract. If there is customization involved, it can take an additional week or two to meet with your team, do the customization and create the necessary materials.

Where

7. Do you offer on-site training?

Yes. We can also offer it at a remote site of your choosing, and we have facilities available on our north Bellevue campus.

8. Can you deliver courses in areas outside of Bellevue/Washington State/USA?

Yes! In some cases our instructors will travel, but in other cases we have a network of vetted facilitators who are trained to deliver the materials.

9. What type of room and support do you need to deliver workshops on site?

Typical setups are large conference rooms or training rooms that provide flexibility in seating arrangements. However, some of the more technical classes may require access to computer workstations. We also have facilities that we can utilize on our North Campus, or we can deliver at a hotel site as well.

What

10. What is the typical cost for a workshop from BTI?

BTI workshops are competitively priced with other business training organizations. Compared with signing up individually for a Continuing Education class, it typically becomes more cost effective to do your own workshop when you have 6 or more employees in need of the same training. Costs are based on the number of training hours and the handout materials.

11. What are your most popular classes? How many different classes are there?

We have over 2,000 proven business learning modules. Our most popular classes are in soft skills such as Delivering Great Presentations, Improving Email Effectiveness, Team Collaboration and First Level Manager preparation. Project Management and Technology workshops in Excel are also in high demand. For a list of some of our workshops, see our website.

12. Can my employees get CEU's (Continuing Education Units) and PDU's (Professional Development Units) for taking BTI workshops?

Yes! Participants in courses facilitated by Bellevue College BTI instructors will be eligible for CEU's and PDU's. CEU and PDU records are widely used to provide evidence of completion of continuing education requirements mandated by certification bodies, professional societies or governmental licensing boards and/or the completion of Bellevue College recognized professional certificates. In order to qualify for CEU's or PDU's, participants must attend at least 70% of the approved training. Some workshops can also count towards Bellevue College certificate programs. Please contact us to discuss.

13. What is the class format, training style?

We prefer to call them workshops because they are typically taught using the socratic learning method - a very interactive, engaging style - rather than a lecture format. Our facilitators are very good at engaging the participants and adjusting to the different learning styles of both the group and the individuals.

14. What is the typical workshop size?

We can work with as few as 6 to as many as 30 participants. The larger the class size, the more cost effective the training becomes on a per person basis.

15. Are there textbooks or materials required?

Workshops typically have a workbook and/or handouts that can be kept as a desktop reference after the workshop is finished.

16. How long are the courses?

Typical workshops are a half day in duration. But BTI will work with your company to determine the most effective way of delivering the content given your business environment and the amount of content to cover. Some workshops have been given in 2 hour

increments, some in a full day or over multiple days or spread out over multiple weeks.

17. Can we set up our own "certificate" program or series of workshops?

Absolutely! We will work with you to determine the best set of workshops and track the employees who participate to determine if a certificate is earned.

How

18. Do employees need to apply or be a Bellevue College admitted student for BTI workshops?

No.

19. Can you help determine my organization's training needs?

At BTI, we assign you a main point of contact who will work with you and your stakeholders to do a needs analysis of your organization. We use the ADDIE methodology of instructional design to Analyze your needs and expectations, Design a course by developing a strategy, Develop a course with the collection/creation of assets, and finally Implement and Evaluate.

20. Are the workshops customized?

We'll work with you to determine the ideal outcome from your workshops. Part of that is determining how much customization is required to meet your training goals as well as understanding the industry perspective, background and sensitivities of your employees around the subject.

21. How do I decide whether I should send my employees to a Continuing Education class or host a workshop internally?

From a financial perspective, if you have at least 6 employees who would benefit from the same training, it would be cost effective for your company to offer the class through BTI. Other factors to consider are the timing of the class (is it offered when/where you need it?), customization of the class (does it address your company-specific requirements?) and the convenience for you and your employees (holding a workshop on site rather than traveling to the Bellevue College North Campus).

22. How do you measure the impact of the workshops?

At a minimum we have the participants all evaluate the course. When required, we can do more detailed impact studies doing before, after and ongoing evaluation of skills learned.

Contact us today:

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