

Train the Trainer

Audience

People who need to develop their training and presentation skills.

Aim

Course will provide a practical introduction to training.

Objectives

- Identify and analyse training needs.
- Explore different learning styles.
- Design & deliver a training course.
- Use a range of skills and methods to develop learners' knowledge and participation when delivering training.
- Provide effective feedback.

in
the
spirit

enabling
individuals and
organisations to
enhance their
performance

Course Outline Train the Trainer

Day 1 a.m.: -Training in context

- The role of training function within an organization.
- Training needs analysis.
- Training strategies and corporate training planning.
- The cycle of training.

Day 1 a.m.: - Understanding Learning

- The difference between Education, Training and Development.
- How people learn.
- The four learning styles.
- Experiential learning.
- Learning curves.

Day 1 p.m.: -The Effective Trainer

- Knowledge, skills and personal attributes of an effective trainer.
- The process of effective communication within a group.
- Questioning.
- Active listening
- Summarising and reviewing.
- Effective feedback.
- Non verbal communication.
- Dealing with people and challenging situations in training room.

Day 2 a.m.: -Planning and preparing a training session

- Setting training objectives and learning outcomes.
- Designing an interactive training session.
- Different training methods.
- Structuring a training session.
- Building in learner assessments and review time.
- Designing visual aids.

Day 2 p.m.: -Practical training session

- Participants conduct a short prepared training session.