



Train the Trainer Program

Overview

Training isn't just knowledge or experience; it's also about how that knowledge is communicated to an audience. This 2 part program enables delegates to design, train, evaluate and follow up effective training programs. We focus on delivery skills (effective body language and voice projection) and also teach classic techniques about handling difficult trainees and controlling the group.

Target Group

This program is aimed at those who are new to training, existing trainers needing a refresher course, or managers who have accepted some training responsibility as a secondary role.

Objectives

By the end of this program delegates will be able to;

- ✗ Implement and develop the skills and techniques to train others
- ✗ Identify the strengths and weaknesses in their delivery style
- ✗ Identify training approaches that capitalise on their natural strengths
- ✗ Prepare, plan, structure and deliver an informative and interesting training session
- ✗ Develop the ability to use feedback and assessment during and after training
- ✗ Explore the evaluation process

Course Content

This program covers the following areas / topics;

- ✗ **Understanding how people learn**
 - What makes a good trainer
 - Barriers to learning
 - Learning styles
- ✗ **Training versus presenting**
 - The trainer's role
- ✗ **Essential techniques**
 - Creating a good first impression
 - Communication styles
 - Listening and questioning techniques
- ✗ **Group dynamics**
 - Handling mixed group abilities
 - Adjusting style to meet the learners' pace
- ✗ **Structuring the training session**
 - Constructing and structuring a session
 - How to conduct one-to-one training
 - Training aids and training material
- ✗ **Handling difficult situations**
 - Dealing with difficult trainees
 - Dealing with technical issues
- ✗ **Setting and meeting learning objectives**
 - Constructive feedback
 - Giving participants' motivational feedback
 - Effective use of group feedback
- ✗ **Programme design and development**
 - Using the most appropriate material and workbooks
- ✗ **Training evaluations**
 - Reviewing performance after the training

Outcomes

Each delegate will be asked to plan, practice and deliver two 15 minute sessions, on which they will receive individual feedback both from colleagues and the facilitator. Delegates will also be asked to complete a personal action plan to identify key changes to implement and skills to practice.