



## Train the Trainer Level One

### Overview

Training isn't just about what you know; it's also about how you can communicate that knowledge to an audience. Many people become trainers because of their knowledge on a particular subject. However, the best trainers are those who realise that subject knowledge isn't enough. This course provides a comprehensive guide of core knowledge and key competencies expected by trainees.

### Target Group

This course 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 course delegates will be able to;

- ✗ Implement basic skills and techniques to train others
- ✗ Prepare, plan and structure a training session
- ✗ Learn the importance of using visual aids
- ✗ Identify the strengths and weaknesses in your delivery style
- ✗ Deliver stimulating sessions that are both informative and interesting
- ✗ Practise new skills and impart knowledge

### Course Content

The following topics / areas will be covered;

- ✗ **What makes a good trainer?**
  - Understand learning
  - The Learning Model
  - Training versus presenting
  - The trainer's role
  - Knowledge skill
  - Barriers to learning
  - Learning styles
- ✗ **Essential techniques**
  - Creating a good first impression
  - Communication styles
  - Perception
  - Listening and questioning techniques
- ✗ **Structuring the training session**
  - Setting objectives and evaluating success
  - Constructing and structuring a session
  - Matching learning points
  - How to conduct one-to-one training
  - Training aids and training material
- ✗ **Handling difficult situations**
  - Anticipating and dealing with issues
  - Dealing with difficult trainees
  - Dealing with technical issues

### Outcomes

During the course, 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. This will then form the basis of a personal action plan to identify key changes to implement and skills to practice.