



Train the Trainer Level Two

Overview

Staying fresh and building on existing skills is essential for anyone involved in teaching and training. This course focuses on continuing delegates' professional development in the training role and building upon existing skills and techniques. It is an ideal follow up to Train the Trainer Level One.

Target Group

Anyone who is currently a trainer, either in a primary or secondary role, and wants to expand their knowledge.

Objectives

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

- ✗ Identify training approaches that capitalise on their natural strengths, preferences and values
- ✗ Build on existing fundamental skills and techniques
- ✗ Develop the ability to use feedback and assessment during and after the training session
- ✗ Source and develop training workbooks and materials
- ✗ Explore the evaluation process

Course Content

The following areas / topics will be covered;

- ✗ **Review the training process**
 - Review of the Learning Model
 - Learning styles and how people learn
 - Empathy with learners
- ✗ **Group dynamics**
 - Handling mixed group abilities
 - Adjusting style to meet the learners' pace
 - Handling difficult training situations
- ✗ **Setting and meeting learning objectives**
 - Identifying SMART organisational objectives
 - Identifying SMART individual objectives
 - Linking learning points
 - Constructive feedback
 - Giving participants motivational feedback
 - Effective use of group feedback
- ✗ **Programme design and development**
 - Programme design using SMART objectives
 - Using the most appropriate material and workbooks
 - Review material sources
- ✗ **Training evaluations**
 - Analysing learner evaluations
 - Reviewing performance after the training

Outcomes

Each delegate will receive individual feedback from both fellow delegates and the facilitator, and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.