

Train the Trainer Advanced – Engaging your Learners and Accelerating Recall and Transfer

OVERVIEW

Course duration: 2 days.

This practical and engaging course will ensure the continued development of trainers and learning providers by equipping them with the latest in accelerated learning and brain-friendly techniques to engage and connect with their delegates and increase their skill retention.

The course provides the opportunity to develop and practise a range of techniques using a trainer toolkit in a low risk environment, and to receive feedback from peers and experienced Hemsley Fraser trainers. It is aimed to assist in the continued development of trainers and learning providers by equipping them with accelerated learning techniques to engage and connect with their delegates and increase their skill retention. A great opportunity for trainers with some experience to further their professional development and provide motivational, memorable and dynamic courses.

This course whilst beneficial to all has a focus around training room delivery. Tools and techniques covered can be transferred into other methods of learning but their primary aim is to enhance the delegate experience in the training room.

IS IT RIGHT FOR ME?

Experienced training professionals are very welcome to attend this course.

Trainers with over five years full time experience of needs analysis, design, delivery and evaluation, especially when used across a wide variety of subject areas and delivered to various levels of delegates, are likely to already be aware of many of the concepts and models, though may well pick up new ways of conveying them.

Trainers with over 10 years full time experience are also very welcome as a refresher and should pick up some new tips and hints, but may also wish to consider more specialist courses such as An Introduction to Neuro Linguistic Programming.

WHAT WILL I LEARN?

By the end of this course you will be able to:

- Build on your existing experience.
- Make training more relevant to the workplace.
- Apply a comprehensive and flexible toolkit of training skills.
- Use different training techniques with confidence.
- Handle difficult situations confidently.
- Be creative in choosing and developing training techniques.
- Adapt your style and method to suit a range of individuals and groups.
- Improve the participation and quality of group discussions.
- Use approaches that encourage learning and development.
- Use approaches that encourage learning retention.

PRE-COURSE ACTIVITY

Bring one or two icebreakers or energisers that you like and are happy to share with your fellow

delegates. They should last no more than 10 minutes each.

Prepare a 20-minute session that you will deliver on day two of the event for your fellow delegates. You have the option of having it filmed and will have extra prep time (45 to 60 minutes) on the morning of day two to build in some tips and hints from the event.

Consider difficult facilitator situations you face and wish to discuss. You have the option of practising handling them on day two if you wish by building these into the 20-minute session you deliver.

WHAT WILL IT COVER?

Reviewing Your Current Techniques

- Understanding the learning cycle
- Understanding the delegates' expectations
- The importance of creating a positive and supportive learning environment
- Getting feedback on your current training style
- 'Priming' : how to excite and engage learners before training commences e.g. innovative joining instructions and pre-course work as well dressing the training room to intrigue delegates

Preparation and Set up

- Fail to prepare, prepare to fail – your essential checklist to ensure event success
- Setting learner states – how to get your delegates in the frame of mind to learn
- The learning environment – easy ways to get it right

Powerful Introductions

- Your personal brand and body language – video feedback session
- How to gain credibility from your audience
- Selecting and using appropriate icebreakers to relax delegates, break down barriers and encourage participation

Learning and Your Brain

- The learning cycle uncovered
- How do your learners' brains like to learn? – analyse and understand the different ways we process information
- Developing 'brain friendly' learning techniques and activities
- Matching techniques and activities to learning styles

Accelerated Learning Techniques

- An exploration into the theory and application of the latest accelerated learning techniques to excite and engage all your learners
- Using multiple intelligences e.g. musical, numerical, visual and spatial to engage and help recall.
- Using recall techniques to aid transfer the learning e.g. acronyms, mnemonics, rhymes and metaphors.
- Cartooning: learn how to produce quick, colourful and engaging flipcharts to stimulate and motivate. Can't draw? It doesn't matter.
- An opportunity to practise stimulating creative learning activities including visualisation, jigsaw learning, storytelling, sociograms and debating.

Handling Difficult Situations

- What causes difficult behaviour in a training environment?
- The successful trainer's handling guide for difficult participants – handy and practical tips to resolve issues
- Avoiding fatigue and the 'post lunch' dip

- What to do when you don't know the answers

Reviewing and Applying Learning

- How the human memory works – short-term and long-term
- Twenty imaginative and practical ways to review and cement learning
- Transferring learning to the workplace using the Kirkpatrick model
- Measuring return on investment – an introduction to cost benefit analysis
- Closing the session – how to make it memorable

Personal Development

- Development of a specific action plan to adapt and use new skills and techniques