Train the Trainer Essentials – Developing Effective and Confident Training Techniques

OVERVIEW

Course duration: 3 days.

Covering the fundamentals of design, delivery and evaluation, this intensive course gives new trainers a unique opportunity to learn from the experts.

This practical three-day course provides a comprehensive foundation for new trainers in training session design, development and delivery. Delegate numbers are restricted to eight to allow time for the use of videos as an aid to training style development.

IS IT RIGHT FOR ME?

Suitable for new trainers and individuals who are looking to build their skills and confidence in training session planning, preparation and delivery of a variety of training solutions.

WHAT WILL I LEARN?

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

*   Clearly identify the requirements of your training role.
*   Understand the training process and the benefits of training.
*   Recognise and overcome the barriers to effective learning at work.
*   Plan and deliver effective training using appropriate training materials.
*   Use accelerated learning approaches that encourage learning retention.
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*   Confidently deliver effective structured training sessions.
*   Select and utilise effective visual aids to support your training sessions.
*   Overcome difficult situations (or people) which can occur during training sessions.
*   Evaluate the effectiveness of your training against predetermined objectives.

PRE-COURSE ACTIVITY

So that you gain maximum benefit, we will ask you to bring along your normal training session, including PowerPoint slides. You will be given the opportunity to use the techniques learned on the course to update and modify your materials where you feel they would add relevant benefit for you back in the workplace.

This will be filmed for a maximum of 20 minutes, and feedback given by other attendees, as well as your course facilitator. You can then take away the filmed material to reflect on at your leisure.

There will also be an opportunity to complete a well-known questionnaire to reflect on your preferred communication and learning styles, and how this will impact those you train.

WHAT WILL IT COVER?

The Role of Training and the Trainer
*   What is training?
*   Why organisations need training?
*   What makes an excellent trainer?
*   Body language

- Voice skills

The Learning Process
- Systematic training cycle
- Training Needs Analysis
- Kolb's learning cycle
- Honey & Munford's learning styles
- Range of training methods

Planning and Preparing Training
- Training objectives
- Planning training
- How trainees learn
- Training session structure
- Introduction and summary
- PRO approach
- Conscious competence learning model

Training Methods and Visual Aids
- Accelerated learning
- Multiple intelligences
- Helping the learners learn
- Top trainer tips
- Running group activities and examples
- Transferring learning back to the workplace
- Questioning techniques, listening and pauses
- Handling nerves
- Visual aids - selecting appropriate visual aids

Group Dynamics and Evaluation
- Dealing with groups
- Manging difficult trainees
- Problem people and behaviour
- Evaluation of training
- Kirkpatrick's evaluation model
- Training websites