

# Train the Trainer

## Three Day Course

### Who will benefit

This course is designed for trainers who need to develop, plan, deliver and evaluate training events.

### Objectives

Through successful completion of the course, participants will achieve the following:

- Structure and develop appropriate training material
- Organise and manage training events
- Understand the way adults learn
- Interact effectively with delegates
- Successfully conduct one to one training
- Achieve practical experience in delivering training
- Evaluate the effectiveness of training

### Understanding Learning Styles

- How adults learn
- Analyse your preferential learning style
- The learning process model
- Create empathy by appealing to different learning styles

### Developing the Training Program

- Using the training cycle as a structured approach
- Explore the process of design, development, implementation and evaluation
- Developing sessions that have impact

### Achieving Training Objectives

- Planning and preparation
- Organisational and departmental objectives
- Delivering the message accurately

### Use of Training Methods and Visual Aids

- Using the right delivery method for maximum effect
- Developing stimulating activities and selecting training aids to transfer learning

### Delivery Techniques

- Starting a session; introduction and use of ice-breakers
- Delivering relevant and interactive sessions
- Managing group dynamics and unbalanced Participation

### Communication Skills in Training

- Building rapport and commitment to learning
- Creating the training environment
- Reading and using body language appropriately
- Handling questions effectively
- Using an assertive style
- Effective use of tone and voice modulation
- Handling difficult individuals and negative Audiences

### The Evaluation Process

- Review the benefits of evaluation

### Practical Sessions

- Delegates conduct two training sessions to be reviewed in trainer-led discussion