

Train The Trainer

The effectiveness of training depends on the trainer's ability to transfer knowledge and understanding. This course develops the skills in the full training lifecycle. This starts with understanding communication and the barriers that can exist in a training event. This includes presentation techniques. It then identifies learning styles and their impact on training and the way adults learn and are motivated.

The method of designing a structured training programme and the stages of instruction is explored. How to conduct 1 to 1 training and instructional techniques. The methods of interaction and using learning styles are established, how to build rapport with your audience.

The different types of training material are then established and how to produce the necessary training documentation. The final consideration is how to evaluate training effectiveness. The incorporation of training into departmental and organisational development.

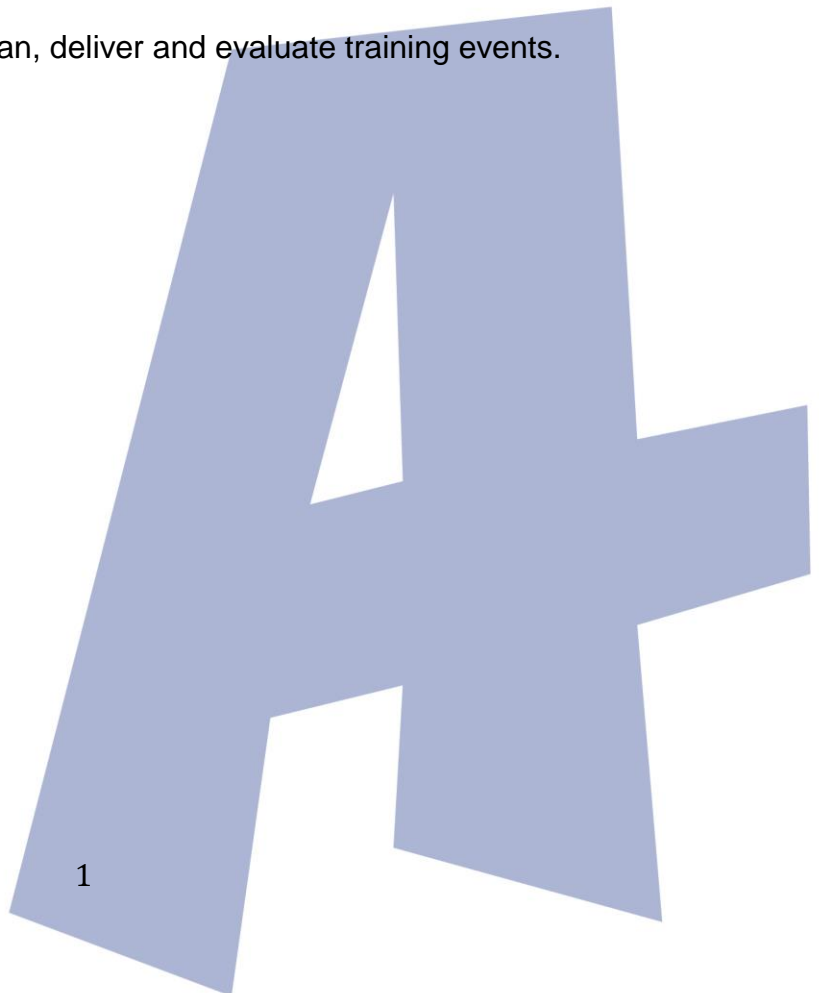
Who will the course benefit?

Anyone who needs to train staff to carry out their work effectively.

Course Objectives:

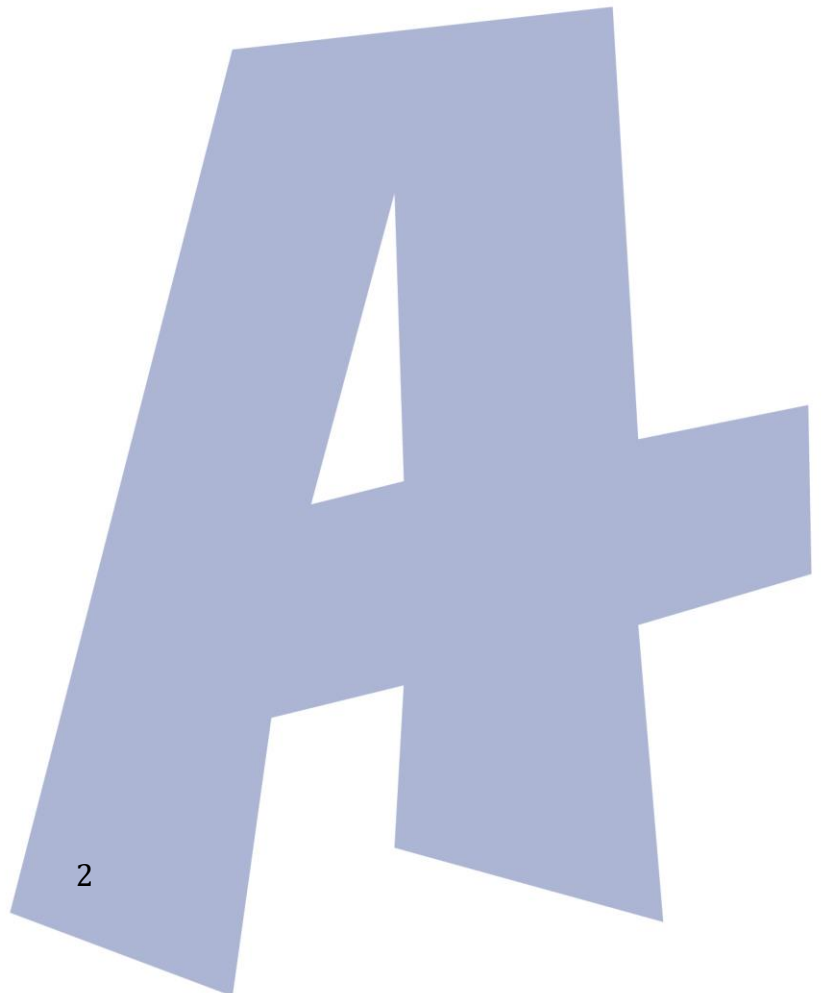
To enable delegates to develop, plan, deliver and evaluate training events.

Course Duration: 3 days



This course will enable delegates to:

- Understand training barriers
- Presentation techniques
- Develop appropriate training material
- Learn to structure training events effectively
- Identify the way adults learn
- Learn how to interact effectively with delegates and build rapport
- How to conduct one to one training sessions
- Evaluate the effectiveness of their training events



Course Content

Barriers to Learning and Presentation Techniques

- Identify barriers to learning
- Types of communication
- Motivation techniques
- Presentation style
- Good communication

Learning Style

- What is learning
- Different learning styles
- Identification of learning styles
- Understanding learning style types

Developing Training Material

- Setting objectives
- Methods of training
- Structuring training
- Producing specifications
- Using materials
- Producing slides and visuals

Job Analysis and Instruction

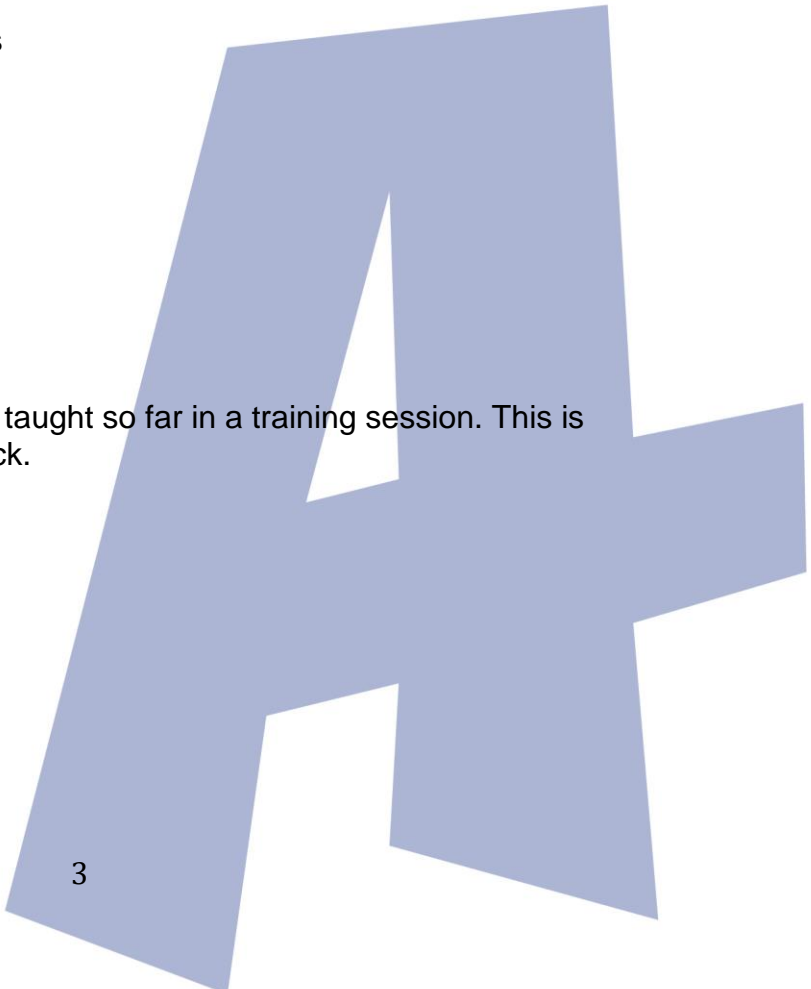
- One to one instruction
- Instructional techniques
- Stages of instruction

Practical Session

- Delegates practise the skills taught so far in a training session. This is followed by tutor led feedback.

Interaction

- Non verbal communication
- Asking questions
- Reaction to learning styles
- Building rapport and control



Practical Sessions

- Delegates practise the skills taught so far in a training session. This is followed by tutor led feedback

Documentation

- Requirements and documents
- Structure of documents
- Methods of production
- Methods of writing

Evaluation

- The evaluation process
- Types of evaluation
- The training cycle

Practical Session

- Delegates practise the skills taught so far in a training session. This is followed by tutor led feedback

