
Train the Trainer – Training Skills for the Workplace



Course Duration : 1 day

Course Overview

People benefit from training that's well organised and implemented, and the key to successful training is the trainer. Only a trainer who is properly skilled can maximise the learning opportunity. This course is highly interactive and requires attendees to give brief presentations and lessons to the other delegates. This course is aimed at those who will be delivering on-the-job training or informal training sessions to small groups.

Prerequisites

- No previous knowledge is required.

Objectives

Delegates will be able to :

- Plan, execute and evaluate their own training and be able to demonstrate a thorough understanding of basic training and presentation skills.

Course Content

Identifying Training and Development Needs

Identifying outcomes of learning and measures to evaluate against

SMART Objectives

How to word an objective
Writing objectives/outcomes
Checklist for writing objectives/outcomes
Objective examples

The Learning Cycle

How and why people learn
The learning process

Learning Styles

The different learning styles
Accommodating learning styles

Barriers to Learning

Designing a Training Programme

Factors to be taken into account when designing a Training Programme
Sequences of topics

Task Analysis

Learning Strategy and Delivery Methods

Selecting the Correct Training Resources

Four Steps to Effective Instruction

Planning, Preparation, Delivery, Follow-up

Training Evaluation