Train the Trainer (2 day)

Course Duration : 2 days

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contact us to book

Course Overview

This highly interactive 2-day course covers the basic training principles required to design and deliver courses on a one-to-one and group basis. This basic training skills course is aimed at those who are new to training, experienced trainers who want to review their current performance as trainers, or managers wanting to develop their staff.

Prerequisites

■ There are no prerequisites for this course.

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

DAY 1

Preparing for a course

Delegates focus on why the training is needed and what the results of the training needs to be for the individuals, their team and the organisation as a whole:

Training Aims, Objectives and Outcomes
To identify Organisation and Individual training needs
Understanding objectives and outcomes
Setting 'SMART' course objectives

Planning and Designing a course
This session focuses the delegates on the importance of all aspects of the planning and design of the course:

Plan, Design & Organise Training
Factors to be taken into account when designing a training program
Understanding different learning styles
Experiential Learning
Choosing the sequence of topics
Delivery methods and how to choose
Selecting the correct training resources to meet training objectives
Identifying the advantages and disadvantages of training resources
Task analysis
Putting it all together, mindmaps, time allocation and balance checking
Writing a training plan

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Course content liable to change without notice

DAY 2

Delivery of Training
This session helps delegates explore and develop their own individual training style. Where day 1 was about what is being delivered, day 2 is about how it is delivered and the credibility of the trainer:

The Audience
Points to consider regarding your audience
Creating a climate conducive to learning
First impressions, setting the scene and getting 'buy-in'
Dealing with difficult situations and awkward moments
Materials
Engaging the audience and building rapport

Self management
Basic presentation skills
Body language and voice projection
The message you send is the response you get
Facilitating learning through presentations and activities
The EDIP method of instruction
Dealing with nerves and fear

Practical exercise
This session gives delegates an opportunity to deliver a short training session based upon the learnings of the first 3 sessions:

Delegates presentation and personal feedback

Ending a Course
This final session focuses on how to assess the learning, throughout the course and at the end, to show that learners have achieved the objectives and outcomes set out at the beginning.

Assessment & Evaluation of Training
Identify different methods of assessment
Scope and purpose of evaluation
Writing an action plan

Related Courses

Presentation Skills and Public Speaking
Accelerated Learning for Trainers
PRINCE2 Foundation & Practitioner

Training Options

■ Private course at your company office. Training can be delivered throughout the UK

■ Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location

■ For further information please contact us on 0191 377 8377

What's Included

■ Comprehensive course manual and exercises
■ Lunch and refreshments when training is delivered at our training venue