

## TRAIN THE TRAINER

**Duration:** 2 days

**Course introduction:**

This course is designed for managers or training professionals who are responsible for researching, preparing and delivering formal training sessions within their organisation. The course examines in great detail the techniques and methods that enable people to become confident and successful trainers. Each delegate will experience the benefit of a valuable mixture of trainer led teaching, group discussions, syndicates, the opportunity to deliver sessions as the lead trainer in addition to receiving powerful and constructive personal analysis and feedback. CCTV is used extensively on each day to ensure accurate and immediate feedback on delegates' personal style. **Delegates are required to prepare one, ten-minute session for delivery during the programme.**

**Core competencies developed during this course:**

- Identifying training needs
- Psychology of learning
- Adapting to different learning styles
- Preparing and writing material
- Presentation skills & using visual aids

**Course Content:**

**Day One:**

- Welcome, introduction & review personal objectives
- Introduction to training ~ The benefits of training and your role as trainer
- How people learn in training
  - Learning curves / the learning cycle
  - Memory / Retention
  - Motives for learning
  - Barriers to learning
- Establishing learning objectives
- Selecting appropriate methods
- Classic training models
- Training exercise ~ delegates prepare and deliver short sessions
  - Individual and group analysis & feedback

**Day Two:**

- Group discussion ~ planning the session / attention curves
  - Designing interactive exercises & putting visuals together
  - Compiling training material
- Adapting to learning types
- Personal presentation skills / using visual aids
- Managing group dynamics
  - Dealing with difficult & non-participative delegates
- **Training exercise** ~ delegates deliver second of prepared sessions using CCTV
  - Individual and group video analysis & feedback
- Managing training
  - Support / Back up / Follow up
- Measurement and evaluation of training delivered
- Your personal development, summary & close