

TRAIN THE TRAINER TRAINING

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COURSE LENGTH: 3.0 DAYS

An effective trainer needs more than the mastery of the subject or topic to teach; they need to have been trained how to conduct a skills transfer. This Train the Trainer Training course is designed to develop trainers who can also design and present a training course in the workplace.

After attending this course, you will have learned: how to design an effective training course, the preparation and delivery of a training session, how to perform a post-course evaluation to validate the training program and much more. You can also request a filmed DVD of your in-class presentation

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

TRAIN THE TRAINER TRAINING COURSE OUTLINE

FOREWORD

This is a high impact, high intensity train the trainer course is designed for workplaces that need trainers that will hit the ground running as soon as possible.

This is not a box ticking exercise for passing assessments, this is for people that the skills to train in today's professional workplaces.

This **Train the Trainer** Training Program is designed to benefit employees that are being asked to design and/or deliver training in the workplace. Participants learn about the learning needs of adults, planning and developing different types of training, delivering and assessing the success of the training.

OUTCOMES

- ▶ Design a training course targeted for adult learners
 - ▶ Plan the delivery of a course by ensuring that all the key elements of effective training are present
 - ▶ Learn how to communicate one's message effectively
 - ▶ Develop techniques to overcome barriers to learning
 - ▶ Prepare and deliver a training session
 - ▶ Learn to construct assessments to validate the learning
 - ▶ Gain techniques for providing encouragement and coaching during the training process
 - ▶ Create post-course evaluation forms
 - ▶ Evaluate their peers and also receive feedback from them during class
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MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives

Lesson 2: The Fundamentals of Training

- ▶ Effective Workplace Training
- ▶ What makes training effective?
- ▶ Types of Training
- ▶ Skills and Attributes of an Effective Trainer
- ▶ How to provide an Inclusive Learning Environment
- ▶ High Emotion – Low Intelligence

Lesson 3: Adult Learning

- ▶ The Principles of Adult Learning
- ▶ VAK Learning Styles
- ▶ Visual
- ▶ Presentation Mechanics
- ▶ Barriers to Learning

Lesson 4: Prepare the Training Session

- ▶ Determine objective
- ▶ Creating a Lesson Plan
- ▶ Planning for the Basics

Lesson 5: Organising the Content

- ▶ Introduction
- ▶ The Gloss Model
- ▶ The Introas Model
- ▶ Mind mapping
- ▶ Conclusion

Lesson 7: Communication Skills

- ▶ Verbal Communication
- ▶ Non-Verbal Communication

Lesson 9: Asking Good Questions

- ▶ Open Questions
- ▶ Closed Questions
- ▶ Probing Questions

Lesson 11: Choosing Activities

- ▶ Types of Activities
- ▶ Preparing for Emergencies
- ▶ What to Do When Activities Go Wrong

Lesson 13: Delivery Tips and Tricks

- ▶ Build Presentation Mechanics
- ▶ Demonstrations, I Do, We Do, You Do
- ▶ Using Visual Aids
- ▶ Creating Supporting Materials
- ▶ Break!

Lesson 15: Keeping it Interactive

- ▶ Encouraging Discussion
- ▶ Using Group Work
- ▶ The Power of Sticky Notes

Lesson 17: Feedback

- ▶ Principles of Feedback
- ▶ Feedback Models

Lesson 6: Create a Session Plan

- ▶ Why have a session plan?
- ▶ Session Plan Example
- ▶ Create a Session Plan
- ▶ Assess the Learning
- ▶ Assessment Tools

Lesson 8: Listening Skills

- ▶ Seven Ways to Listen Better Today
- ▶ Understanding Active Listening
- ▶ Sending Good Signals to Others

Lesson 10: Gathering Materials

- ▶ Identifying Participants' Needs
- ▶ Reviewing the Materials
- ▶ Identifying and Resolving Gaps

Lesson 12: Preparing for the Workshop

- ▶ Creating a Materials List
- ▶ Gathering Participant Information
- ▶ Setting Up the Physical Location

Lesson 14: Getting Off on the Right Foot

- ▶ Greeting Participants
- ▶ Being Prepared
- ▶ Using Icebreakers and Energisers

Lesson 16: Dealing With Difficult Participants

- ▶ The Ground Rules
- ▶ Challenges and Solutions
- ▶ Handling Interruptions

Lesson 18: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Action Plans

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)