TRAIN THE TRAINER

Course Code: TTT1 | Duration: 2 Days

COURSE AIMS:

Who trains the Trainer?
Training isn't just about what you know; it's also about how you communicate that knowledge to an audience. Many people become trainers because of their knowledge on a particular subject. However, the best trainers are those that realise subject knowledge isn't enough; delivering information in an engaging and memorable way is also a pre-requisite.

COURSE PRE-REQUISITES:

This programme is for you if you are new to training, are an existing trainer needing a refresher course, or someone who has accepted some training responsibility as a secondary role. It will give you a comprehensive guide of the knowledge and key competencies expected of trainers. You may wish to bring materials that will assist in practical sessions.

COURSE OBJECTIVES:

On completion of this course delegates will be able to:

- Implement the skills and techniques to train others
- Prepare, plan and structure a training session
- Know the importance of using visual aids
- Identify the strengths and weaknesses in your delivery style
- Deliver stimulating sessions that are both informative and interesting
- Understand learning styles to aid the effective design of learning programmes

CONTENT:

Introduction and Objectives

Understanding how People Learn

- Understand how people learn
- The Learning Cycle
- What makes a good trainer

Training Versus Presenting

- The trainer's role
- Knowledge skill
- Barriers to learning
- Learning styles

Essential Techniques

- Creating a good first impression

Structuring the Training Session

- Using a Training Needs Analysis
- Setting objectives and evaluating success
- Constructing and structuring a session
- Matching learning points
- How to conduct one-to-one training
- Begin with the end in mind -evaluating the training

Training Aids and Training Material

- Effective use of training aids to include the use of flip charts, smartboards, video clips and

PowerPoint

- Creating appropriate supporting material

- Communication styles
- Perception
- Listening and questioning techniques

Bringing it all Together

- Feedback
- Training assessment
- Programme planning
- Objectives and course evaluation
- Practise delivery during course of two 10-minute sessions

Handling Difficult Situations

- Anticipating and dealing with issues
- Dealing with challenging trainees
- Dealing with technical issues

Action Planning

Review of Programme

For more information
Call: **0800 101 7101**
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