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
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