



Train the Trainer – *transform your training and become a top trainer*

Lots of firms use internal trainers to design and deliver training. This may be technical training, skills training, IT training, secretarial training. This training may be run by experienced trainers but often it is people in the business such as PSLs, line managers, IT specialists who are asked to deliver internal training – people who have plenty of technical knowledge and expertise but little or no grounding in good training practice.

Good trainers need to be able transfer knowledge and skill, they need to be able to engage with audiences and keep them interested, deal with challenging and sometimes disruptive delegates and they need to know how to encourage participants in their training courses to change what they do as a result of what they have learnt – it's a challenge and more than simply standing in front of an audience with a PowerPoint presentation. They also need to be creative and able to design interesting and productive events

Objectives

- To learn and be able to use good training skills
- To learn how to plan and design training which meets the business objectives
- To practise training skills
- Prepare action plans to apply good training skills

Benefits

The aim of this workshop is to provide participants with an understanding of good training practice and a series of practical techniques to help them design and deliver high quality training so that:

- Training is more effective
- Internal trainers feel more confident
- Training events are more creative and interesting for delegates
- There is greater enthusiasm for internal training

Course Content

- Setting learning outcomes
- Understanding learning styles
- Adapting training to suit different learning styles
- Designing the training event.
- Training resources – visual aids, DVD, technology
- Using pre-course work.
- Facilitation skills
- Dealing with challenging delegates
- Supporting continued learning after the course
- Practical training exercise
- Personal development action plans.

Pre-course work

There will be a short piece of pre-course work on learning styles that delegates will need to do prior to attending the programme. This helps them to prepare for the course and allows us to spend maximum time on practical activities during the course.

Interim work

Each delegate will be asked to deliver a short training session on day 2 which they will need to prepare between day 1 and day 2. They will be asked to send their session plan to the trainer before day 2

Duration

1 + 1 day

Facilitation

1 trainer to 8 delegates – to allow maximum time for practice

Who should attend?

PSLs, Managers, Technical specialists who are delivering internal training.