

Train the Trainer

Overview

Duration: Three

Days

A motivated and competent trainer can mean the difference between success and failure for your organisation. Knowledge and expertise in a subject are not enough to ensure training is effective.

Anyone who is training in your organisation has a huge influence on the success of any employee they come in contact with. So, Train the Trainer courses, such as this course, are essential to a successful staff development programme.

Description

With our Train the Trainer course, trainers are exposed to the most up-to-date training methods and techniques. Filled with practical exercises and valuable content, these course materials will equip you with everything you need to run a highly successful training in the future.

This train the trainer training course is delivered over three days and contains four key sections, which break down as follows.

Section 1 – Learning Theory

- **Our Incredible Brains** – A moving slide show ‘movie montage’ with accompanying music to both inspire the participants and engage them with the learning content.
- **How do we Learn?** – Looking at the methods in which people learn and identifying how we can practicably relate to these styles when we deliver.
- **Learning Characteristics** – Considering the different characteristics people demonstrate when learning and understanding what this might mean for us as trainers.
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Section 2 – Preparing the Training

- **The Learning Requirement** – Categorising the learning that is required, why it is required and indeed if training is the best approach.
- **Learner Characteristics** – Understanding who it is that will be trained and their likely individual and specific requirements. As well as other variables.
- **Practical Constraints** – Considering issues such as budget, time, facilities, skills etc.

- **Objective Setting and Content** – Identifying core objectives and structuring content around this framework.
- **Practical Application** – A chance to apply what has been learnt so far.
- **Structuring the Session** – Highlighting the importance of structure to any training intervention.
- **I.N.T.R.O.** – Ensuring a successful start to a training session.
- **Development** – Covering; The Measure of Success, Contents and Methods of Learning – all critical to the successful construct of training.
- **Communicate with the Learners** – Setting the participants up for the session by providing all necessary information and support before an event.
- **Preparing the Venue and Yourself** – Ensuring everything is organised as required to provide a smooth session.

Section 3 – Training Delivery

- **Trainers Nerves** – Assisting participants by helping them to keep the focus on the right things.
- **The Trainers Toolkit** – The importance of delivering training that is rich and varied. Linking back to learning theory and providing visual, feeling and hearing elements.
- **First Impressions** – Establishing and maintaining the correct impression with our participants.
- **The New Attraction** – Demonstrating the importance of portraying the correct body language and voice.
- **Questions About Questions** – Highlighting the importance of questioning to provide an effective training session.
- **Giving Feedback** – Providing positive, open and honest feedback to participants and ensuring they benefit from feedback during training.
- **Participant Behaviour** – Looking at different personalities of people that attend training and how to manage these so that everyone achieves their objectives.
- **Visual Aids** – How to put visual aids to the best effect, including; Flipcharts, PowerPoint, Posters, Handouts, Props and Models. Also, a chance to prepare visual aids for the participant's mini training session on day 3.
- **Evaluation and Assessment** – Looking at different methods of evaluating and assessing training from a theoretical and practical perspective.

Section 4 – Practical Training Sessions and Feedback

An opportunity for participants to put into practice all that they have learnt (and developed) throughout the last three sessions. Participants gain valuable insight into different methods and styles of colleagues as well as practising in a 'safe' environment.

It is important to note that the course content provides ample advice for the participants throughout on developing their 'training session' content. There is also an abundance of useful tips inside the workbook that provide practical tips on developing a training session. This is useful not only for the third day of the programme, but long after the training session is over.

The course is structured into the following days:

Day One

- Explain why it is important to deliver training with an appropriate mix of visual, hearing and feeling elements
- Select the most appropriate method(s) of training for the topic(s) being trained
- Carry out a simple analysis of learning needs to ensure that the training you deliver is fit for its purpose
- Develop training sessions using a structure that ensures that your participants consistently achieve the learning objectives of your sessions
- Take the necessary steps to ensure that you, your participants and the venue are prepared for your training sessions

Day Two

- Deliver training with a balance of trainer and participant activity aimed at ensuring the learners get the most from your training sessions
- Overcome your nerves by ensuring that the focus of your training remains on the participants where it belongs
- Conduct training sessions that encourages the level of learner participation that best enables them to achieve the learning objective(s)
- Work with your participants so that they can get the most out of your training
- Make effective use of visual aids
- Conduct effective evaluations of your training sessions

Day Three

- Provide feedback to learners that helps them to get the most out of practical activities included in your training

- Self-analyse your training so that you are constantly developing your skills as a trainer
- Accept constructive feedback about your training so that you are constantly developing your skills as a trainer

Who Should Attend?

Anyone involved in the development of others. Including trainers, managers, leaders, consultants, teachers, technical trainers, lecturers and more.

Requirements for Attendance

Prior experience delivering training or coaching is beneficial for reflective practice, but not essential.