

TRAIN THE TRAINER

Duration: 3 Days

Course Aims:

This course has been developed for team members that are involved in the development of others. It has been designed to equip delegates with the skills and confidence required to deliver effective, training to other team members.

Course Objectives:

On completion of this course, delegates will be able to:

Day 1:

- Understand what it is to work within a “Culture of Excellence”
- Explain why it is important to deliver training with an appropriate mix of visual, hearing and feeling elements
- Select the most appropriate method of training for the topic being trained
- Carry out a simple analysis of learning needs to ensure that the training being delivered is fit for purpose
- Develop training sessions using a structure that ensures participants consistently achieve the learning objectives.

Day 2:

- Deliver training with a balance of trainer and participants activity aimed at ensuring the learners get the most out of the sessions
- Overcome any feelings of nervousness by focusing on the participants
- Conduct training sessions that best suits the participants learning style
- Work with participants to ensure they benefit from the training
- Use visual aids effectively
- Conduct effective evaluations of training sessions.

Course: *Train The Trainer*

Day 3:

- Provide feedback to learners that helps them to get the most out of practical activities included in the training
- To self analyse their training in order to constantly develop their skills as a trainer
- Accept constructive feedback about their training so that they can constantly develop their skills as a trainer

Course Benefits:

The techniques taught in this course will enable the delegates to deliver training that will help equip other team members with the skills needed for them to succeed in their roles. This will result in a reduction in staff turnover, and an increase in productivity.

Course Outline:

Section 1: Learning Theory

- Our incredible brains
- How do we learn
- Learning characteristics

Section 2: Preparing the Training

- The learning requirement
- Learner characteristics
- Practical constraints
- Objective setting and content
- Practical application
- Structuring the session
- I.N.T.R.O
- Development
- Communicate with learners
- Preparing the venue and yourself

Course: *Train The Trainer*

Section 3: Training Delivery

- Trainer Nerves
- The Trainers Toolkit
- First impressions
- The New Attraction
- Questions about questions
- Giving feedback
- Participant behavior
- Visual aids
- Evaluation and assessment

Section 4: Practical Training Sessions and Feedback

This is an opportunity for participants to put into practice everything that they have learnt, and the skills that they have developed. Participants gain valuable insight into different methods and styles of colleagues as well as practicing in a 'safe' environment.

For more information, or to book one of our courses please contact us:

Email: info@coetrainingconsultants.com

Mobile: 07852 123 144



ICM

The Institute of Commercial Management
Accredited Training Material

Course: *Train The Trainer*

www.coetrainingconsultants.com

© Copyright COE Training Consultants 2016. All rights reserved