



Train the Trainer

ILM Endorsed (Institute of Leadership & Management)



Aims

This 3-day ILM endorsed course is designed to develop the skills required in the full training cycle including how to be effective trainers, implement best practice when designing and delivering course materials and evaluation of delivery.

Objectives

By the end of this course you will be able to

- Understand how and why people learn
- Design and deliver a training session
- Write course notes
- Understand the importance of the training cycle
- Learn to select the most appropriate training method
- Develop a professional approach and a style that is your own
- Receive feedback constructively
- Learn how to cope with difficult situations and people

Who Should Attend

Anyone involved in developing, planning, delivering and evaluating training events.

Course Content

Writing course notes

- meeting the needs of the organisation and the trainees;
- formatting and planning;

The training cycle

- analysis of training needs and setting objectives;
- links to appraisal system;
- need for HR involvement;



Planning the training & evaluation

- different interventions and methods;
- designing evaluation;
- comparative evaluations before and after discussions with managers;

How people learn

- learning styles and their place in your training

Training methods — planning and designing for:

- seminars;
- workshops;
- talk and chalk;
- coaching & mentoring;

Setting the stage

- using visual aids and other resource materials;
- presentation skills;
- room layouts and other logistics;

You as a trainer

- being professional - standards of performance for a trainer;
- preparing and delivering sessions - time management;
- giving and receiving feedback constructively;
- encouraging participation - getting your audience to contribute to the training session;
- handling difficulties - problems which can arise with equipment, venue and people;

Delegates will be required to prepare a 15 minute training session on any subject of their choice for day 3

Training delivery practice

- preparing and polishing your training session
- deliver your training session
- feedback

Duration 3-days

Accrediting Body Institute of Leadership and Management

