



Train the Trainer

Aims

This course is designed to equip individuals with the skills required to be effective trainers and to gain an understanding of how to unlock the potential of the people they develop.

Objectives

By the end of this course you will be able to

- Understand how and why people learn
- 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
- Practise delivery and receive feedback
- Learn how to cope with difficult situations and people

Who Should Attend

Any individual who delivers training.

Course Content

- Writing course notes
- The training cycle: analysis of training needs, setting objectives, planning the training, evaluation of training
- How people learn, learning styles and their implications for the trainer
- Different training methods
- Setting the stage: visual aids and other resource material, room layout, timing and other logistical considerations
- Your professional approach, preparing and delivering training sessions encouraging maximum participation
- Giving and receiving feedback
- Handling difficult situations
- Training delivery practice

Duration

3 Days