

Train The Trainer



Workshop Content:

This two day Train The Trainer skills workshop will review the following:

Getting started

What makes a good trainer?

The training cycle

How people learn – three styles of learning

Do you need training?

Getting to know your training materials

Giving and receiving feedback – the facts

Presentation skills

Tips for planning and creating a presentation

Using visual aids

Delivering training

One to one training

Keeping track of training

Review and validation

The workshop is designed for active participation with breakout exercises and role play scenarios. All attendees are encouraged to fully participate and contribute to the activities undertaken.

Duration: Two Days

Introduction:

Different people have different learning styles. It is important to be able to identify and understand the different learning styles and structure your training around these to maximize its effectiveness. Successful training encompasses a range of methods or activities to cover different learning styles – this will keep participants engaged and interested.

The Train The Trainer workshop is a practical and creative two day course with a relaxed yet fun atmosphere. Participants will undertake a variety of interactive sessions and will work as individuals, in pairs and teams to plan and create training materials and deliver a short training presentation. There will be a quiz at the end to validate learning with prizes for the winning team!

Course Aim:

This Train The Trainer course is aimed at those new to training to enable them to make an effective contribution to the training and development of others. Participants will gain the knowledge and skills to understand the different ways that people learn, and be able to plan, create and deliver suitable presentations or training courses to cover the different learning styles. They will also learn how to keep track of training, review and validate that learning has occurred.

Training Suitable For:

All Trainers / Facilitators / Course Designers / Supervisors / Team Leaders / Managers / HR personnel with responsibility for creating and / or delivering training to others.

Learning Objectives:

- To develop the skills that will enable you to train others effectively
- To understand how people learn
- To plan and create suitable training materials
- To plan, create and deliver effective training workshops
- To be able to review and validate what people have learnt
- To gain confidence in delivering training to others effectively

Smart HR Solutions Limited

6 Hilltop Rise, Farmhill, Douglas, Isle of Man, IM2 2LF

Phone: +44 1624 619619

Mobile: +44 7624 478764

Email: gail@SmartHR.co.im

www.SmartHR.co.im