

Train the Trainer

With business and organisational needs constantly changing, the development process for individuals is now a top priority for organisations. Flexibility and adaptability are crucial to the long-term success and achievement of strategic and operational objectives. As such, in any organisation, it is the people who will make the difference, and excellence in training is key to developing the right skills and competencies to an organisation. Training therefore needs to be relevant, contemporary and dynamic. In turn, the trainer needs to design and deliver effective and motivational training, that will firstly inspire and then assist the individual to meet the challenges of the modern workplace. This course has been designed to give trainers a comprehensive guide and tool kit for the core knowledge and key competencies expected by their work force.

Who should attend?

New and experienced trainers from any discipline who wish to understand more about the training role and how to maximise the potential for learning within a group. It is also suitable for individuals who may, from time to time, be called upon to deliver training as part of a wider role.

Course Objectives

This course has been designed to develop confidence and ideas for trainers, so that they may approach their role in a more organised, structured and participative way.

- Clearly define training and understand how it connects to other areas of the developmental process
- Demonstrate the responsibilities of a trainer and the key attributes that make a trainer successful
- Understand the individual's learning process and how training can be adapted to meet the needs of the group
- Structure their training sessions to ensure that key learning points are delivered with impact
- Facilitate group discussions and prepare for exercises, in order to gain full potential through group participation
- Deliver stimulating sessions that are both informative and interesting

Course Overview

Training World: What is training? What are the core competencies of training? What makes a trainer successful? Training as part of the wider development process. What are the organisational responsibilities? The training cycle – an introduction to training needs analysis and effective evaluation

The Group and the Individuals: Learning motivations and how it may affect the learning environment. What individuals learn and what training can realistically deliver – the training dilemmas. The importance of discovery based learning – the learning pyramid and the 7 stages of the learning process. Developing self esteem within the group. Managing team dynamics through effective facilitation techniques. Managing difficult delegates

Structure: Meeting legal requirements as part of a welcome and administration section. Ice breaking – getting the group comfortable. Creating a good beginning, middle and end to the session. Effective sign posting to ensure that learning is linked. Developmental methods and how this will meet the learning styles of the group.

Delivery: Presentational techniques to develop the 3 “Vs” of personal communication. Using visual aids effectively

Practice: During the course there will be the opportunity for two 15-minute video recorded practice sessions on a subject of the delegate’s choice. Delegates may wish to bring some materials that will assist in these practical sessions, but they should be simple and for demonstration purposes only. Feedback will be delivered on a group and individual basis

Course information:

Duration: 3 days

Ref Code: TNT

Residential Option

Duration: 3 days

Ref Code: TNTR