

Train the trainer

A two-day workshop aimed at teaching delegates how to design training of any length for groups of varying sizes, learning styles and experience, train those individuals, and evaluate and follow up training programmes

Who is it for?

This course is appropriate for anyone wishing to enhance their skills and abilities in all areas of training, from planning, staff induction programmes to developing one to one or group training

What do I get out of it?

- ✦ Understand the elements of the training role and the skills needed to be effective
- ✦ Produce detailed learning objectives
- ✦ Design and use visual aids
- ✦ Develop presentation skills, & communicate to others clearly and sensitively
- ✦ Develop skills to deal with 'difficult' delegates and/or situations
- ✦ Use review & feedback techniques to assess progress

Course Overview

- ✦ Identifying individual learning styles
- ✦ Planning and structuring a course-writing a session plan.
- ✦ Using training as a motivator and team builder
- ✦ Questions as the training medium.
- ✦ How to deal with difficult groups or awkward situations.
- ✦ Making that initial impact and build rapport with the group.
- ✦ How to control nerves and make them work for you.
- ✦ Presentation skills – use of body language, voice and eyes to give you more presence and credibility

What's it about?

Every organisation needs to use its greatest asset – its people – in the most efficient way. To do this those people need development. This interactive course will teach delegates how to design training, recognise learning styles, train those individuals, evaluate and follow up training programmes

