

Train the Trainer

Course Overview – 2 day course

Aims of the Course:

- To introduce prospective trainers to the key skills required to develop and deliver training courses and programmes professionally and charismatically.

Learning Outcomes:

By the end of the course, prospective trainers will be able to:

- Identify the personal characteristics required of an effective trainer.
- Understand and take account of how different people learn.
- Carry out a training needs analysis.
- Develop courses and programmes to meet needs.
- Prepare a lesson plan for a structured training session.
- Generate and develop an environment conducive to learning.
- Receive feedback and see how they appear when training a group (filming optional).
- Adapt voice, body language and personal style to achieve maximum impact.
- Choose and use visual aids, appropriate technology and training media effectively.
- Deal with difficult delegates professionally.
- Evaluate the success and impact of the training.

Outline Programme:

- Course introduction and objectives.
- Key characteristics of the effective trainer.
- Learning styles.
- Training Needs Analysis.
- Course and programme development.
- Lesson plans
- Practicalities of using reference notes.
- Managing and controlling the training environment.
- Personal presentation, charisma, and delivering the training with impact.
- Understanding your natural communication style and adapting when necessary.
- Using effective and engaging body language and being aware of personal physical habits or potential distractions.
- Training media, technology and visual aids.
- Practising delivery (each delegate delivers a short training session they will have prepared during the course – filming optional).
- Reviewing delegates' training session and receiving personal feedback.
- Dealing with difficult or challenging delegates.
- Training evaluation techniques.

Duration: A two day course (maximum 6 delegates)