New Horizons® Learning Centres

Train the Trainer

Duration: **3 days**

Overview:

Train the Trainer is a component of continuous professional career development for those aspiring to supervisory/management positions or who hold leadership positions, where training is a vital competence. This course is often seen as a stepping stone towards enhancing a career in the field of training, learning and development, Human Resources, as well as supervisory and management roles. This course provides for an introduction to the general principles of learning and development and an insight into the training cycle. During the course Presentation skills are also emphasised.

Read more...

Target Audience:

The course is generic and applicable to trainers in all areas. The course is suited to trainers who require an understanding of how to train individuals and in small groups. Managers and others who need to impart knowledge in the workplace will also benefit.

At Course Completion:

Participants will leave the course with a certificate of attendance and an individualised action plan to help support next steps on return to the workplace. More importantly you will have developed skills and knowledge to become:

- More confident and comfortable in your role
- More able to get the best out of people in training
- More adept as a knowledge transferrer
- Better able to deal with challenges that present in a training room

Session 1: Course Overview

Session 2: Defining a Successful Training Program

- Defining successful training
- About audiences
- Advantages of workplace training

Session 3: What Makes a Successful Trainer?

- Key characteristics
- Mistakes and solutions
- Stimulating a readiness to learn

Session 4: A Word about Adult Learning

Session 5: Principles of Adult Learning

- The Principles of Adult Learning

Session 6: Different Types of Learning VAK

- Three Learning Styles

Session 7: The Learning Process

Session 8: The Style of Learning

- The Four-Stage Cycle
- Pairs Exercise

Session 9: Types of Trainers

Session 10: The Training Process

Session 11: Performing a Needs Analysis

- When is training necessary?
- Defining training needs
- Individual exercise

Session 12: Planning Training

- Overall Session Plans: INTROAS & GLOSSS

Session 13: Planning Training

- Developing Objectives/Outcomes
- Writing Objectives
- Writing Objectives
- The Body: Content (including Intro and Conclusion)
- Researching Content
- Planning an Interactive Program
- Training Methods
- Environmental Concerns
- Individual Exercises

Session 14: The Lesson Plan

Session 15: Using Humour

Session 16: Adding Games

- The Value of Games
- Types of Games
- Troubleshooting Games

Session 17: Are You Ready for Anything?

Session 18: Setting the Climate

Session 19: Presentation Skills

- Telling vs. Showing
- Overcoming Nervousness
- Using Non-Verbal Communication
- Managing the Question and Answer Period
- Tips for Stunning Visuals
- Types of Visual Aids

Session 20: Dealing with Difficult Trainees

Session 21: On-the-Job Training

Session 22: Training Presentations

Session 23: Feedback

- A Personal Action Plan