

## Train the Trainer

### Learning Objectives

Training is of vital importance to any organisation; it should test ideas, encourage change and seek out tomorrow's issues. If training has such a vital role it then follows that the trainer is equally important. Good trainers are not born they are themselves a natural result of the training process.

This intensive 2 or 3 day course is highly participative and will give the delegates the tools to become effective trainers or improve existing trainer's skills.

### Pre-Requisites

Anyone who as part of their role, needs to prepare and deliver training and who need to develop and receive feedback on their current training effectiveness.

#### Topics:

##### Understand How People Learn

- ✚ Setting objectives
- ✚ Planning
- ✚ Attention spans
- ✚ Motivation
- ✚ Creating the right environment

##### Types of Training

- ✚ One to One
- ✚ Groups
- ✚ Lecturing
- ✚ Interactive
- ✚ Practical

##### Personal Presentation Style

- ✚ Voice projection, variation
- ✚ Mannerisms
- ✚ Producing a convincing style

##### Aids to Delivering Training

- ✚ Overhead projector
- ✚ Chalk & white boards
- ✚ Computer aids (PowerPoint)
- ✚ Preparation of training equipment

##### Questions and Objections

- ✚ Do's and don'ts of questioning
- ✚ Identifying techniques
- ✚ Dealing with objections

##### Deliver the Training

- ✚ Preparation of the venue
- ✚ Preparation of yourself
- ✚ Control of time
- ✚ Interesting/Interactive
- ✚ Maintaining control

##### Measure the Success

- ✚ Tests/examinations
- ✚ Analysing feedback questionnaires
- ✚ Achieved the aim

##### Practical Sessions

During the course, at each stage, delegates will have the chance to build a training course based on their own business field.