



## Trainer the Trainer Course Outline



### Course Overview:

This course is designed to give practical experience of training delivery, coaching, assessing, and giving/receiving feedback. Included are presentations, demonstrations and exercises.

This 2/3 day course is highly participative and will give the delegates the tools to become effective trainers or improve existing trainer's skills. By the end of this course you will be able to:

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- Clearly identify the requirements of your training role
- Write appropriate training objectives
- Identify appropriate training materials and structure content to meet the objectives of the group
- Confidently deliver effective training sessions
- Select and utilise effective visual aids to support your training sessions
- Overcome difficult situations or problems which can occur during training sessions
- Evaluate the effectiveness of your training against predetermined objectives

### Who should attend:

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.

**Duration:** 2 or 3 days

<b>Understanding how people learn</b>	The learning process, learning styles, types of training, 5 steps in training
<b>Preparing the training session</b>	Writing the training script, asking questions
<b>Using visual aids</b>	Overhead projector, white boards, computer aids (PowerPoint), preparation of training equipment
<b>Delivering the training</b>	Preparation of the venue, preparation of yourself, control of time, interesting/interactive, maintaining control
<b>Personal presentation style</b>	Voice projection, variation, mannerisms, producing a convincing style
<b>Dealing with problems</b>	Problem type people
<b>Reviewing &amp; evaluating the training</b>	Tests/examinations, analysing feedback questionnaires – level 1 and level 2, achieved the aim
<b>Practical sessions</b>	During the course the delegates will be asked to deliver a training session during day one. On the second day they will re-deliver that training course to see how it has been improved.