

## Training the Trainer

*A practical participative course for all professional trainers.*

3 days

### Participation

This course has been specially designed for managers who adopt internal training as a management tool to develop their own staff. This also includes trainers, training and HR managers and technical and professional staff.

### Objectives

This workshop style course is designed to enhance delegates' skills in adult training and to stimulate ideas for implementation in their own organisations.

Specific objectives include:

*to increase awareness of the techniques of adult learning including a whole brain approach to imparting knowledge and skills*

*to enhance skills in training delivery*

*to enhance skills in lesson design*

*to provide for opportunity for improvement through practice.*

### Methodology

This workshop style course is run on a highly participative basis using group discussions, videos, role plays and practical exercises. For this reason we recommend a maximum of 12 participants.

### Content

Internal trainers in a changing business environment  
*Reasons, roles, responsibilities and expectations*

How people learn  
*An introduction to adult education*  
*Motivators to learning*  
*Barriers to learning*

Training methods

*Formal approaches*

*On-the-job and classroom training*

Making it stick

*Neuro linguistic programming*

*Accelerated learning*

*Whole brain learning*

Structuring a training programme

*Setting learning objectives*

*Lesson plans*

*Application, implementation and follow-up*

Delivery techniques

*Voice, words and language*

*Style and delivery*

*Practical techniques*

Visual aids and equipment

*Reinforcing the message*

*Demonstration of available techniques*

Handling groups

*Handling questions*

*Handling difficult situations*

Some modern approaches to training

*Coaching and mentoring*

*E-learning*

*Learning centres*

Training evaluation

*Immediate assessment*

*Performance evaluation*

Practical sessions

*Delegates prepare and present a training session*

*which is recorded using video equipment.*

*Delegates review the recordings for coaching and guidance on individual skills and potential*