

# ***Train the Trainer Course***

## ***Course Description:***

Our **Training the Trainer** training course is practical and fun, and solidly based in modern learning theory. Whether your training is mainly about helping people develop new skills, or acquire new knowledge or it is aimed at challenging their thinking, you will find the **Training the Trainer** training course gives you the confidence and skill to be an effective trainer. After this course you will be able to design your own training session and be flexible and creative in the way you work with others. You will understand more about how people learn and the role of the trainer in facilitating and evaluating the learning process. You will have a wider range of delivery tools and techniques to call on, and know when and how to use them.

This lively and interactive course will help participants develop and hone their skills, so they are able to plan and deliver effective training.

You will cover:

- understanding and motivating learners
- establishing aims and objectives for training
- creating a safe, productive learning environment
- blended learning
- training techniques
- planning a training programme
- monitoring and evaluation
- facilitation skills

## ***Course Objectives:***

**Participants will learn...**

- How to define objectives that meet both business and trainee needs.
- How to plan and design training to gain the trainee's commitment and enthusiasm - Even reluctant trainees!
- How to recognise the different psychological and sensory learning styles of trainees.

- How to adapt training to meet ALL of these styles
- How to deal with challenging trainees and resistance to training.
- How to deal with trainee concerns about training.
- The pros and cons of different training methods.
- How to ensure training is interactive and participative and not simply a presentation.
- How, why and when to adopt a facilitative or directive training style.
- How to ensure and check that training:
  - Is really effective
  - That objectives have been met
  - That real learning has occurred
  - What to do before and after training to ensure the best outcome for the business and trainee

### *Session 1 - Preparing for a Course*

Topics include:

- An introduction to Bloom's Taxonomy and how to use it
- "SMART" course objective'
- 'Knowing what you want to achieve'
- Getting the training mix right - Knowledge, Skills and Attitude
- Pre-course questionnaires

### *Session 2 - Designing and Delivering a Course*

Topics include:

- Sensory Learning Styles (Visual, Auditory, Read/Write, Kinaesthetic)
- Psychological Learning Styles - Activist, Reflector, Theorist, Pragmatist
- Matching training methods to Learning Styles
- Attention span
- Training resources - visual aids, venue and the trainer's time
- Providing variety in training
- Material for participants - what to include
- Providing clear instructions

Exercises: Participants will:

- Develop a training plan for part or all of a course they might deliver in their workplace.
- Plan, prepare and deliver a mini training session on a topic of their choice, and receive feedback from the course trainer.
- Practise providing information in an innovative way

### *Session 3 – Managing Interaction on the Course*

Topics include:

- Setting the scene
- Getting 'Buy - in' from learner
- Managing behaviour - Trainers' and trainees'
- Handling challenging behaviour

### *Session 4 - Ending a Course*

Topics include:

- Summarising what has been learnt
- Applying what has been learnt – practice sessions
- Gaining constructive feedback
- Recording what has been learned
- Action plans for trainees to follow after the course
- Supporting continued learning after the course

**Audience:** The Training the trainer training course is suitable for anyone who wishes to develop their training skills. You may run training sessions on behalf of your organisation, or be asked to share your knowledge in support of the professional development of colleagues at work. We work with people from all sectors including the public, voluntary, corporate and private sectors.

**Prerequisites:** None

**Course Duration:** 2 Days

Please contact us for any further information <mailto:info@inspiringways.com>