

Train the Trainer

Course Objectives

Aim: to deliver theory and skill training sessions to meet objectives

Preparing for training

- ▶ Identify learning styles
- ▶ Identify the range of learning and development methods
- ▶ Formulate learning objectives
- ▶ Tailor your approach
- ▶ The training cycle
- ▶ Select, plan and prepare and use visual aids to illustrate key learning points
- ▶ An overview of how to evaluate training

Instruct others in a skill

- ▶ What people need to learn
- ▶ When to use instruction
- ▶ Preparing to instruct
- ▶ How to instruct
- ▶ Deliver a one to one skill instruction

Plan and carry out a short group theory training session

- ▶ Design objectives and method of evaluation
- ▶ Structure a short training session
- ▶ Select relevant activities to promote interaction and reinforce learning
- ▶ Deliver a short training session

“Men are born to succeed, not to fail”

Henry David Thoreau

Value to you and your organisation

This course covers the two basic methods of training used in the workplace. If you use these skills effectively trainees will learn quickly and with long-term impact.

Programme style

- ▶ Interactive
- ▶ Personal video recordings on CD of practicals
- ▶ Tools and techniques to use in the future
- ▶ Ending with personal action plans.

Pre course work

- ▶ Bring selected materials to use for the practical
- ▶ Tell us what you want to get out of the course

Follow up work-based activities

- ▶ Complete a self-assessed skills profile
- ▶ Deliver two sessions and assess results
- ▶ Complete personal development plans

Two day course

Yarnfield