

Training the Trainer

Learning Objectives

You will understand and know:

- how to identify and write learning objectives;
- how to plan and design a training session;
- how to present training sessions clearly and concisely;
- how to assess learners' needs;
- how to use accelerated learning techniques to make sessions stimulating;
- how to give feedback to develop people;
- the importance of structured communication to developing people.

Course Programme- Day 1

0915

Assemble and Coffee

0930

Introductions and Course Objectives

Presentational techniques

- High impact techniques
- Preparation steps
- Set-up and environment
- Visual aids/training aids
- Body language
- Voice projection
- Structuring your message

Lunch

Presenting your 10 minute session - preparation and delivery
Feedback will be given after each presentation.

Facilitating skills and giving delegates feedback

Review of learning and next steps.

1630

Close

Course Programme - Day 2

0915 **Assemble and Coffee**

0930 Introducing day 2

How do people learn?

- Implications for the design of your Training Session

Accelerated Learning techniques

- Different training methods you can apply
- Making it stimulating and memorable

Planning your training session

- Assessing the learning needs
- Writing and agreeing the learning objectives
- Designing the programme

Lunch

10 minute Training sessions - preparation and delivery

Feedback will be given after each presentation.

Assessing learner progress

Common training problems and tips to deal with them

1630 **Review and Action Plans**

Evaluation and close