

Train the Trainer Course Outline

1 day course

Train The Trainer (1 day)

Who is this course aimed at?

Anyone who is involved or about to become involved with training in their organisation. This course can be booked as an open course from our course schedule at our Bristol training premises, or we can provide this as an inhouse tailored course. Contact us on 0800 021 7483 for more details on this.

Prerequisites:

No prior training experience is necessary. Both novice and experienced trainers alike will benefit from this excellent, highly interactive skill-building presentation course.

Course content

Audience

Learn creative ideas, strategies and techniques that meet the needs of trainers in any industry. Participants will learn training concepts they can immediately apply in the classroom and business settings for both technical and non-technical training.

Topics

Adult Learning
Acknowledging Characteristics of Adult Learners
Understanding Adult Learning Styles
Comprehending Models for Adult Learning

Preparing for a Class

Preparing Your Lesson Plan
Chunking Information
Using Icebreakers
Deciding on Presentation Methods
Using Examples and Analogies
Using Humor
Using Visual Aids
Using the Appropriate Visual Aid
Dealing with Varying Skill Sets
Refining Your Plan
Creating a Learning Environment

Delivering the Class

Developing Communication Skills
Using Your Body Effectively
Building Rapport with Eye Contact
Developing Your Voice
Watching Your Vocabulary
Active Listening
Barriers to Effective Communication
Beginning the Training Session

Overview of Questioning

Understanding Questioning Techniques
Answering Questions
Presenting Concepts
Managing Difficult Behaviors
Ending the Training Session

Feedback and Evaluation

Overview of Feedback
Types of Feedback
Guidelines for Giving and Receiving Feedback
Using Questioning Techniques to Elicit Feedback
Encouraging Feedback
End-of-Course Evaluations
Performing Self-Feedback

Resource Materials and Information

The 14 Competencies
MCT Certification
CTT+ Certification
Learning Style Inventory
Scoring the Learning Style Inventory
"Learning by Experience" Model Worksheet
"Learning by Doing" Model Worksheet
Sample End-of-Course Evaluations
Sample Self-Evaluation Form
Sample Peer-Feedback Form
Relaxation Exercise
Voice Exercises
Caring for Your Voice
Suggested Books
Trade Organisations
Sample Pacing Guide for a Class
Sample Teacher's Notes
Review Question Answer Key