

OUTLINE PROGRAMME TRAIN THE TRAINER

AIM

A three day introductory training to enable participants to begin to gain the confidence and skills needed to plan and deliver professional, effective and interactive, training sessions.

TARGET GROUP

This programme is targeted at anyone who wishes to become a trainer or who wishes to formalise skills that are already being used in the workplace. The course is suitable for both in-house trainers or for external trainers and is suitable for any discipline.

Content

- 1 Introductions
- 2 Course Structure
- 3 Aims and Objectives
- 4 Health and Safety responsibilities
- 5 Developing a rapport
- 6 Good and bad practice
- 7 The learning environment
- 8 Gaining and maintaining attention
- 9 Motivation
- 10 Assessment
- 11 Understanding adult learning styles
- 12 Facilitating group work
- 13 **Developing the Course**
 - a. Learning cycle
 - b. Development Cycle
 - c. Research
 - d. Resources
 - e. Content
 - f. Session plans
- 14 **Presentation Skills**
 - a. Overcoming Nerves
 - b. Remembering People's Names
 - c. The "4 Ps" ... and more!
 - d. Managing and using visual aids
 - e. Maintaining the pace
 - f. Overcoming the 'graveyard' slot
 - g. Working with resistance
- 15 **Managing the Day**
 - a. Contingency plans for disaster
 - b. Managing Technology
 - c. Body language



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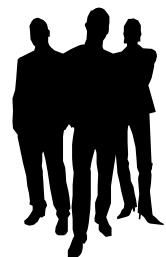
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- d. Using MS PowerPoint (or similar)
- e. Facilitating discussions

16 Working with Training resources

- a. Developing Materials
- b. Working with ready prepared training packs
- c. Preparing and setting a quiz
- d. Developing Case Studies
- e. Developing Scenarios
- f. Creating effective handouts

17 Delivery

- a. Deliver a 15 - 20 minute training session
- b. Receive feedback
- c. Setting action plans
- d. Evaluations

TRAINING METHODS

The course is delivered using a mixture of theory, practical demonstrations and interactive tasks and activities. The course will be backed up with plenty of handouts for further reading and delegates will be encouraged to contact the tutor when preparing for individual delivery if they are concerned as to what is expected of them.

On the final day delegates will be encouraged to deliver a 15 - 20 minute training session that they have prepared and devised themselves after the initial two day input. Delegates will be expected to prepare a clear and logical session plan to accompany the training.