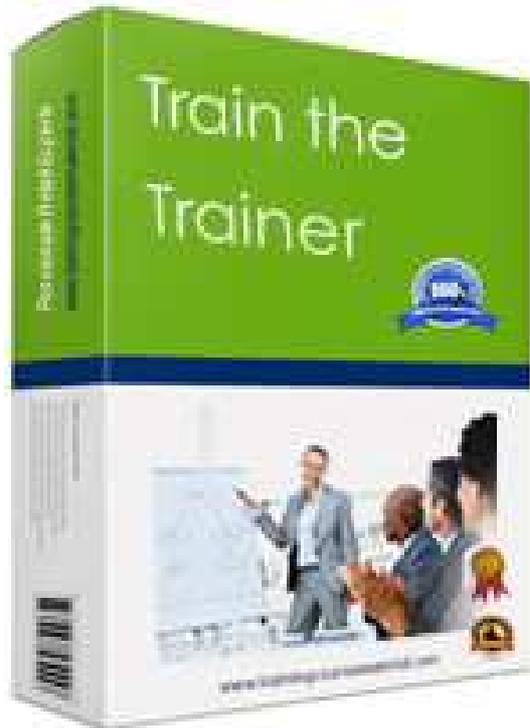


25th Date of the
Month (Year 2019)

Train the Trainer

Duration: 1 Day or 2 Days

Audience: This course is intended for subject matter experts who wish to transition into training professionals in their areas of expertise. This course is also designed for trainers who wish to refine their training and facilitation skills.



Overview

Although it may appear to be simple, conducting a training session requires specific skills and knowledge of how people learn. Trainers who have taken the time to consider their own approaches, understandings, and skills will be better equipped to provide comprehensive, active and effective training courses.

This training program provides the groundwork for trainers to begin developing and refining their training and facilitation skills

using a variety of methods to deliver the best learning experiences and improve learner engagement and retention. Over time, trainers will develop their practical skills further because of this course.

<https://plantraining.wordpress.com>

Course objectives:

By the end of this training course participants will be able to:

- Explain the different attitudes, skills, and knowledge a professional trainer needs to be successful.
 - List the roles and responsibilities of a professional trainer.
 - Explain the importance of the seven characteristics of outstanding trainers.
 - Explain how adults learn.
 - Identify the three most common learning styles and select appropriate learning strategies to accommodate each style.
 - Use Neuro-linguistic Patterning techniques to engage learners.
 - Determine if a performance issue is a genuine training need or not.
 - Determine whether to design training materials in house or purchase off the shelf materials.
 - Write observable performance training objectives.
 - Identify appropriate training methods.
 - Get training sessions off to a good start.
 - Use introductions and summaries to reinforce learning.
 - Facilitate activities, role plays, and icebreakers.
 - Use their body language and voice tone effectively.
 - Identify tough participants and use appropriate techniques to manage them.
 - Explain how Gen X and Gen Y Generations prefer to learn.
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Outline of topics

Module 1: Making the Transition to a Trainer

- ✓ Attitude, skills and knowledge of a professional trainer
- ✓ Roles and responsibilities of a professional trainer
- ✓ Seven characteristics of outstanding trainers

Module 2: Principles of Adult Learning

- ✓ What's an adult learner?
- ✓ Diverse learning styles.
- ✓ Use NLP techniques to identify learner styles
- ✓ Options to actively engage and energize learners
- ✓ Appealing to different learning styles
- ✓ Learning considerations for adult learners.

Module 3: Training Design and Materials Development

- ✓ Is it really a training problem?
- ✓ Create training materials in-house or purchase off-shelf?.
- ✓ Writing proper training objectives.
- ✓ Training methods.

Module 4: Be a power presenter

- ✓ Getting off to a good start.
- ✓ The importance of introductions and summaries.
- ✓ How to facilitate a more active training.
- ✓ Using your body language and your voice.

Module 5: Dealing with tough training times

- ✓ Dealing with nerves.
- ✓ Getting participants back on time.
- ✓ Dealing with tough participants.
- ✓ Dealing with different learner generations (Gen X and Gen Y learners).

Competitive review game - *An Exciting review challenge (Power Point Game)*

The Training package includes:

- Best practice theory exploration
- Facilitator-led group discussions
- Role playing
- Practice exercises
- **Participant Reference Workbook**
- **PowerPoint Slide Presentation**