

Course Outline | Train the Trainer

2 day(s)

Overview

This Course is designed to examine the techniques and disciplines required by those who have a training role. Communication and key tutoring skills are investigated and developed. The course will include practical exercises and training sessions

Learning Outcomes

- Planning and preparation of a topic, including the use of user-friendly and interesting course material
- Investigating and identifying different training styles and creating sessions and role-play
- Testing and evaluating the learning process

Target Student

Anyone whose job role includes carrying out formal training sessions

Prerequisites

No prior experience in project management is assumed

Course Outline

Planning a Course

- Focusing on the Contents of a Course
- Determining Training Objectives
- Deciding on the Training Medium
- Establishing Durations for Activities
- Investigating Techniques and Training Styles
- Building in Reviews and Summaries
- Training Skills
- Introductions
- Who are you?
- First Impressions – Lasting Impressions
- Constructing Sessions
- Understanding the Knowledge Base
- Knowing How to Teach – Let Them Learn!

Course Delivery

- Learning to: Analyse, Demonstrate, Explain, Practice and Test
- Communicating with Your Audience
- Pacing and Evaluating
- Overload - learn what's needed, what's wanted and what could be learnt
- Praise – Don't Patronise!
- Dealing with Difficult Situations
- Handling Role Play and Sessions