

## TRAIN THE TRAINER TRAINING

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### **COURSE LENGTH: 3.0 DAYS**

This highly effective Train the Trainer Course is designed for individuals who need to develop the training skills and confidence to teach adults in the workplace. This 3-Day, interactive training event is tailored to your specific requirements, which assures that the course can be directly applied to your workplace training requirements.

In the PD Training Train the Trainer Training course you'll learn skills like how to create and teach from a session plan, how to create effective and engaging presentations, how to develop and administer assessment tools, understanding the various types of personality types and their learning styles and much more. Participants also have the opportunity to deliver a "live" training session and receive feedback from the group and a DVD copy of the presentation.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## TRAIN THE TRAINER TRAINING COURSE OUTLINE

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### FOREWORD

This high impact, high intensity Train the Trainer Course is designed for workplaces that need trainers that hit the ground running as soon as possible.

This is not a box ticking exercise for passing assessments; this is for people that need the skills to train in today's professional workplaces.

This Train the Trainer Training Program is designed to benefit employees that are being asked to design and/or deliver training at workplaces. Participants learn about the learning needs of adults, planning and developing different types of training, and delivering and assessing the success of the training.

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### OUTCOMES

**By the end of this training course, participants will:**

- ▶ Design a training course targeted for adult learners
  - ▶ Plan the delivery of a course by ensuring that all the key elements of effective training are present
  - ▶ Learn how to communicate one's message effectively
  - ▶ Develop techniques to overcome barriers to learning
  - ▶ Prepare and deliver a training session
  - ▶ Learn to construct assessments to validate the learning
  - ▶ Gain techniques for providing encouragement and coaching during the training process
  - ▶ Create post-course evaluation forms
  - ▶ Evaluate their peers and also receive feedback from them during class
  - ▶ Be provided, upon request, a filmed DVD of each participants in-class presentation
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Workshop Objectives

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#### Lesson 2: The Fundamentals of Training

- ▶ Effective Workplace Training
- ▶ What makes training effective?
- ▶ Types of Training
- ▶ Skills and Attributes of an Effective Trainer
- ▶ How to provide an Inclusive Learning Environment
- ▶ High Emotion – Low Intelligence

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#### Lesson 3: Adult Learning

- ▶ The Principles of Adult Learning
- ▶ VAK Learning Styles
- ▶ Visual
- ▶ Presentation Mechanics
- ▶ Barriers to Learning

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#### Lesson 4: Prepare the Training Session

- ▶ Determine objective
- ▶ Creating a Lesson Plan
- ▶ Planning for the Basics

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### Lesson 5: Organising the Content

- ▶ Introduction
- ▶ The Gloss Model
- ▶ The Introas Model
- ▶ Mind mapping
- ▶ Conclusion

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### Lesson 7: Communication Skills

- ▶ Verbal Communication
- ▶ Non-Verbal Communication

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### Lesson 9: Asking Good Questions

- ▶ Open Questions
- ▶ Closed Questions
- ▶ Probing Questions

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### Lesson 11: Choosing Activities

- ▶ Types of Activities
- ▶ Preparing for Emergencies
- ▶ What to Do When Activities Go Wrong

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### Lesson 13: Delivery Tips and Tricks

- ▶ Build Presentation Mechanics
- ▶ Demonstrations, I Do, We Do, You Do
- ▶ Using Visual Aids
- ▶ Creating Supporting Materials
- ▶ Break!

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### Lesson 15: Keeping it Interactive

- ▶ Encouraging Discussion
- ▶ Using Group Work
- ▶ The Power of Sticky Notes

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### Lesson 17: Feedback

- ▶ Principles of Feedback
- ▶ Feedback Models

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### Lesson 6: Create a Session Plan

- ▶ Why have a session plan?
- ▶ Session Plan Example
- ▶ Create a Session Plan
- ▶ Assess the Learning
- ▶ Assessment Tools

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### Lesson 8: Listening Skills

- ▶ Seven Ways to Listen Better Today
- ▶ Understanding Active Listening
- ▶ Sending Good Signals to Others

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### Lesson 10: Gathering Materials

- ▶ Identifying Participants' Needs
- ▶ Reviewing the Materials
- ▶ Identifying and Resolving Gaps

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### Lesson 12: Preparing for the Workshop

- ▶ Creating a Materials List
- ▶ Gathering Participant Information
- ▶ Setting Up the Physical Location

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### Lesson 14: Getting Off on the Right Foot

- ▶ Greeting Participants
- ▶ Being Prepared
- ▶ Using Icebreakers and Energisers

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### Lesson 16: Dealing With Difficult Participants

- ▶ The Ground Rules
- ▶ Challenges and Solutions
- ▶ Handling Interruptions

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### Lesson 18: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Action Plans

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)