

## 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

#### Lesson 1: Getting Started

- Welcome
- Workshop Objectives
- Expectations
- What are Your Expectations of Today?
- Getting Off on the Right Foot
- Ground Rules
- Characteristics of a Trainer
- Reflection

#### Lesson 2: Your Personality Style and Training

- REACH Review
- Comprehensive Training Guidance
- Reflection

#### Lesson 3: The Fundamentals of Training

- Three Pillars of Learning
- Effective Workplace Training

#### Lesson 4: Learning Preferences

- One Learning Preference Doesn't Fit All
- What's my Learning Preference?

- Identifying Participants' Needs
- Accelerated Adult Learning
- Instructional Methods
- Reflection

#### **Lesson 5: How to Plan and Structure your Training**

- Session Planning
- Course Structure
- Introduction Session
- Organising the Content
- How to Develop a Session Plan
- Reflection

#### **Lesson 6: Creating Your Lesson Plan**

- Introduction
- Main Content - Body
- Conclusion
- Reflection

#### **Lesson 7: Assess the Learning**

- Assessment and Evaluation
- Functions of Assessment
- Tools
- Reflection

#### **Lesson 8: Verbal Communication Skills**

- Para-Verbal Communication Skills
- Reflection

#### **Lesson 9: Effective Listening**

- Listening vs Hearing
- Reflection

#### **Lesson 10: Non-Verbal Communication Skills**

- Understanding Body Language?
- How to Read Body Language
- How to Project Positive Body Language
- Reflection

#### **Lesson 11: Asking Good Questions**

- Questioning Styles
- Questioning Techniques
- Reflection

#### **Lesson 12: Choosing Activities**

- Types of Activities
- Choosing the Right Activities
- Reflection

#### **Lesson 13: Preparing the Workshop**

- Materials Needed for a Running a Course
- Setting Up the Physical Location
- Reflection

#### **Lesson 14: Delivery Tips and Trick**

- Build Presentation Mechanics
- Training Aids
- Delivery Tips:
- Reflection

#### **Lesson 15: How to Manage Challenging Situations and Personalities**

- Barriers to Learning
- Self-Control
- 8 Tough Personas in a Group Training
- Lead by Example
- Handling Challenging Situations and Interruptions
- Reflection

#### **Lesson 16: Feedback**

- Principles of Feedback
- Types of Feedback
- Feedback Delivery Tools
- Feedback Using the SBI model
- Reflection

## Lesson 17: Reflections

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### Reflections

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#### WEB LINKS

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