

Train the Trainer - 1 day



Pre-requisites

There are no pre-requisites for this course.

Description

Do you need to:

- structure and prepare course material
- communicate well
- differentiate for different learning styles and abilities
- respond to the individual needs of the learners
- ensure all learners can participate in an inclusive environment to achieve the required outcomes
- learn how to create a Session Plan

This course covers theoretical topics such as the learning needs of adults and communication techniques in conjunction with more practical aspects like creating a session plan, preparing resources and delivering effective group-based training.

Aim

The aim of this Course is to equip individuals who have had little or no training experience with the skills required to deliver engaging and effective training in the workplace.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Recognise the attributes of an effective trainer
- Apply adult learning concepts
- Cater for different sensory learning styles
- Use a variety of delivery methods to allow for the different ways in which adults think and process information
- Employ a range of effective verbal and non-verbal communication techniques

- Create a detailed session plan outlining learning outcomes, content breakdown and session timings
- Apply effective questioning techniques
- Deliver structured training more confidently

Topics Covered

Key topics covered on this course include:

Why offer Training?

- Skills and attributes of an Effective Trainer

Identifying Training Needs

- The 4 W's
- Calculate ROE of Training

Adult Learning Principles

- Principles of adult learning
- Trainer vs. Teacher
- Tackling the barriers to learning

Learning Styles

- The 4-MAT learning system
- VAK – learning styles
- Fixed and Growth Mindsets (Carol Dweck)
- Robert Gagne's Five categories of learning
- Kolb's Learning style

Attributes of an Effective Trainer

- What makes training effective?
- Climbing the Beanstalk of Personal Growth
- How to provide an inclusive learning environment

Communication

- What is effective communication
 - Questioning techniques
 - Vocal techniques / Active Listening

Session Plan

- Create a Session Plan
- Blooms Taxonomy



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