

TRAIN THE TRAINER

COURSE CONTENT OVERVIEW

01428 741 482
capitaltraining.com





12 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

WHO IS THIS FOR?

This course is suitable for anyone new to a training position, or who has been asked to take on training responsibilities within their current role, or even experienced trainers wishing to refresh their skills. No prior training experience is necessary.

It is ideal for organisations who would like their own employees to be able to deliver in-house training courses.

PRE-REQUISITES

None.

COURSE OBJECTIVES

This 2 day course focuses on the practical aspects of being a trainer. Delegates discover the techniques and disciplines required for a training role, and develop communication and key tutoring skills. This practical course will enable delegates to design and deliver professional, cost-effective training that meets business needs.

During the course the delegates will:

- Learn the basic skills and techniques to train others
- Prepare, plan and structure a training session
- Learn the importance of using visual aids
- Identify the strengths and weaknesses in your delivery style
- Deliver stimulating sessions that are both informative and interesting
- Practice new skills and impart knowledge



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COURSE CONTENT

Session 1 Introductions & Overview

Session 2 Understanding Learning

- How can we develop our staff?
- Learning styles (psychological and sensory)
- The learning ladder

Session 3 What Makes A Good Trainer?

- The training cycle
- An effective training session?
- What makes a good trainer?

Session 4 Communication Skills

- Verbal and non-verbal signals
- Questioning skills
- Listening levels
- Training top tips!

Session 5 Planning & Structuring A Training Session

- The essential planning questions
- Structuring your session
- The INTRO
- Setting SMART learning objectives



COURSE CONTENT

Session 6 Visual Aids

- Why use them?
- The most effective visual aid?
- The flipchart versus Powerpoint
- Slide design
- Powerpoint tips and shortcuts

Session 7 Handling Difficult Situations

- Question handling
- Challenging delegates

Session 8 Evaluating The Training

- Kirkpatrick's 4 levels of training evaluation

Session 9 Skills Practice: Delivering A Training Session

- Delegates deliver a short training session and receive feedback from the delegates and the trainer

