

Duration: 2 days

Who should attend: This course is for anyone involved in training delivery. It provides comprehensive, practical tuition on training best practice that's suitable for both newly appointed trainers and those looking for a practical refresher.

Topics

The Role of the Trainer

- Why organisations train
- Meeting the needs of the business
- Supporting organisational objectives and strategies
- The qualities of a successful trainer

The Learning Process

- How people learn
- Learning styles – maximising individual development through the learning process
- Identifying trainees – the selection criteria
- Adapting your training style to meet the needs of the groups

Establishing and Meeting Training Objectives

- Establishing and writing objectives – ensuring the success of your training sessions
- Building course content – deciding on depth and scope of material
- Sequencing materials and developing course structure
- Building in questions to support the learning process

Training Methods and Visual Aids

- Using visual aids for maximum effect – selecting appropriate visual aids
- Working with whiteboards, transparencies and flipcharts
- Using computer-based presentation packages
- Selecting appropriate training methods – trainee analysis
- Trainer-led facilitation and group discussion
- Training methods review – video, syndicate exercises, etc

Continued

Group Dynamics

- The make-up and structure of groups
- Anticipating and overcoming trainee problems
- Handling difficult trainees

Training Delivery and Evaluation

- Training exercises; design and delivery of training sessions
- Each delegate will undertake practical sessions through the duration of the course
- These encompass the writing of session objectives, content development and training delivery.

Evaluating Training

- Effectively measuring learning outcomes
- Short- and long-term measurement

Personal Development

- Formulating an action plan

Goals & Expected Outcomes

- To be proficient in the subject, at the chosen level with the appropriate skills as covered in the tasks above.
- Delegates will achieve the required knowledge to undertake the next level of training, if desired.