

Train The Trainer

ClearCut
IT TRAINING

Duration: 1 day

Who should attend: Training professionals at all levels who would like to deliver engaging, inspiring, and effective learning to their delegates.

Aims: To explore the essential training skills of a successful trainer and promote an understanding of how to teach delegates in the most effective way.

By the end of this course, delegates will:

- Know what is required to be an effective trainer
- Understand learning styles and the process of learning
- Use and develop skills in questioning, listening and presentation
- Be able to prepare, plan, deliver and evaluate a training session

Topics

Defining a Successful Training Session

- Defining Successful Training
- Delegates

Characteristics of an Effective Trainer

The Process of Learning

- The Four Basic Steps in the Learning Process
- Kolbs Learning Cycle
- Honey & Mumford's Learning Styles
- The Learning Ladder

Planning a Workshop

- Aims & Objectives
- Content
- Structure

Setting the Climate

- About Atmosphere
- Be Ready for Anything

Your Role as an Effective Communicator

- What is Communication?
- Leading a Discussion
- Encouraging full participation

Presenting

- Presentation tools

Dealing With Challenges

- Difficult delegates

Evaluations

- Feedback
- Assessing learning

A Personal Action Plan