

Train the Trainer



A programme, incorporating a two-day virtual workshop, providing participants with the opportunity to explore a range of techniques for designing, developing and delivering effective and inclusive training

Overview

This virtual programme aims to provide participants with the understanding, skills and confidence to deliver highly effective training events. Starting with an understanding of how learners learn and the trainer's role, the course goes on to provide advice on preparing for and delivering inclusive learning events that maximise the learning opportunity. Practical delivery sessions provide participants with the opportunity to practice their skills and build confidence.

Aims

The aims of the programme are to provide participants with:

- An understanding of how learners learn and the trainer's role in facilitating learning
- Tools for understanding the brief and converting this into a programme for delivery
- The opportunity to develop the skills and confidence needed to deliver an effective and inclusive learning event.

Learning Objectives

On completion of the programme, you will be able to:

- Explain the factors that influence a learner's ability to make the most of any learning opportunity and use this information to design and deliver dynamic and engaging training
- Explain the role of the trainer in developing and facilitating learning, and list the required competences
- Develop the aims, objectives, content and structure of a programme to meet a defined learning need
- Prepare the materials and create an environment that facilitate achievement of the desired learning objectives
- Prepare yourself for the delivery task, including coping with pre-event nerves
- Confidently deliver inclusive events that take account of diverse learning needs

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Registered in England and Wales No: 07221826

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- Effectively manage challenging situations through assertive interaction
- Continuously evaluate learner engagement and attainment
- Effectively incorporate the use of on-line tools to enhance virtual delivery of learning events
- Identify your strengths as a trainer and actions to take after the workshop to help your further development.

Format

The programme consists of a pre-workshop assignment, including reading, research and a series of exercises, to help consolidate your learning, and a two-day practical workshop involving group discussions, small group exercises and practical delivery sessions.

Programme Content

- **How People Learn**
 - How People Learn
 - Learning Styles
 - Aural, Visual and Kinesthetics
 - The Learning Pyramid
 - Visualisation and Metaphor
 - Accelerated Learning
 - Barriers to Learning
- **The Role of the Trainer**
 - Presenting, Training and Facilitating
 - Trainer Skills
 - Content and Process
 - Motivating to Learn
 - Challenge versus Support
 - Dos and Don'ts
- **Core Competences**
 - Building Rapport and Developing Trust
 - Managing Your Communication
 - Engaging Your Audience
 - Questioning and Listening Skills
 - Giving Feedback Effectively
- **Planning a Session**
 - Understanding the Brief
 - Aims and Objectives
 - Establishing the Content
 - Establishing a Structure
 - Mixing Independent and Facilitator Led Learning
 - Preparing the Materials
- **Preparing to Deliver**
 - Your Notes
 - Handouts
 - Preparing the Venue/Medium
 - Preparing for Your Audience
 - Preparing Yourself
 - Planning Evaluation
- **Delivering the Training**
 - Being Inclusive
 - Stages of Group Development
 - Dealing with Challenging Situations
 - Being Assertive
- **Exploiting the On-Line Environment**
 - Standards and Expectations
 - Collaborative Tools
 - Breakout Rooms
 - Share
 - Chat
 - Polls
- **Practice Sessions**
 - Delivering a Session in Pairs
- **Action Planning**
 - Identify your strengths and areas for development
 - Plan to develop your skills

Product Code: TTT

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