

TRAIN THE TRAINER

OBJECTIVE

This 2 day Programme is designed to provide the necessary knowledge and skills to present effective workplace training. Focussed on developing both confidence and competence, participants learn how to conduct needs analysis, design, and deliver involving and successful training for individuals and groups. Participants develop and deliver their own session in this hands-on and practical programme.

TARGET CUSTOMER

First time trainers, supervisors and anyone who need to develop or deliver effective training or coaching to others.

LEARNING OUTCOMES

- Participants will be able to use whole brain learning techniques in their design and training.
- They will learn the difference between Needs Analysis and Training Needs Analysis, and how to use Gap Analysis to identify relevant training issues.
- Participants will learn the 4 criteria for writing effective training objectives.
- Participants will learn the 10 principles of Adult learning and how to incorporate them into their training.
- Participants will learn how to use common training aids and the pitfalls to avoid.
- Prepare and present a Skills based training session.
- How to deal with some of the common training Challenges.

WORKSHOP OUTLINE

- Whole Brain Learning processes
- Needs analysis
- Effective Training Objectives
- Adult Learning Principles
- Designing Training
- Training Aids and Activities
- Common Training Challenges

DURATION

Two Days