

Train the Trainer (2 Day)

Programme Overview

Summary

Have you ever had to train someone to do part of their job? Do you need to train others in a new skill or process? Are you responsible for training new starters? If so, this 2-day workshop will help you learn and practice a range of skills that will enable you to deliver effective and engaging training.

Alongside input from the facilitator, you will be actively involved in taking part in group activities and discussions. An important feature of the course is the opportunity to practise training delivery skills and to receive feedback to develop your skills further so that you're ready to apply these back in the workplace.

Style and Approach

Active participation from everyone across the 2 days is crucial. The morning sessions focus on a range of tools and techniques you can utilise to make sure you are keeping trainees engaged. The afternoons provide an opportunity for you to practice your newly acquired skills by delivering a short training session to the group.

Programme Structure

Two days

Audience

This workshop is an essential starting point for non-training professionals who are required to deliver some training as part of their role.

Group size

5 Participants

Programme Overview

Preparing for the workshop

You will be asked to bring along training materials that you have used or will be using soon to deliver training.

Programme Topics

- Your role in creating a great training experience
- The 5 considerations when training others
- How to balance IQ (facts, data, information) with EQ (style, manner, flow) when delivering training
- SPECIFICS tool to establish training needs
- Why it's important to understand how people learn
- How our thinking styles and preferences impact on how we process information
- Know how to adapt preference and style to suit a varied group – to tailor your training to different learners
- The difference between coaching and training
- Core elements in effective face-to-face communication and delivery
- Core elements in effective virtual communication and delivery
- Principles of human-centred design – considering training and learning from the recipient / learners point of view
- Practice training delivery and receive feedback

Outcomes

Having attended this workshop, you will be able to:

- Create a safe and engaging learning environment for your learners
- Deliver training that gets key learning points across while keeping participants interested and engaged
- Adapt and modify your training towards different types of learners
- Utilise a range of interpersonal skills and techniques to help you communicate more effectively with trainees
- Prepare to handle difficult questions or responses
- Make the most of technology to enhance the online (virtual) learning experience

How to Apply:
You can self-nominate via Oracle.