

Train the Trainer Workshop

Table of Contents

Planning Your Training Session

- Structuring your day - scheduling breaks/energisers/activities
- Types of activities to schedule based on time of day
- The best time to conduct reviews and summaries
- Developing professional slides
- How to design handouts
- How to engage learners

Delivery Skills

- Developing confidence and overcoming nerves
- Your professional image - professional slides/effective speaking skills
- Building rapport with your learners
- How to motivate learners and keep your courses fun and exciting
- The "survival" skills needed to succeed
- Dealing with difficult delegates

Evaluating Training

- Design your own evaluation forms
- Gathering evaluation data
- Analysing the results obtained from training
- Determine training problems and improvements
- Preparing an evaluation report
- Providing written and verbal feedback