

# Train The Trainer Program

## Course Overview

In Train the Trainer course you'll learn skills like how to create and teach from a session plan, how to create effective and engaging presentations, how to develop and administer assessment tools, understanding the various types of personality types and their learning styles and much more.

Participants also have the opportunity to deliver a "live" training session and receive feedback from the group.

This 3-Day, interactive training event is tailored to your specific requirements, which assures that the course can be directly applied to your workplace training requirements.

You will learn about your own personality type as well as other personality types and how to engage others in an entirely new way that provides a path to better communication and improved training skills.

## TRAIN THE TRAINER TRAINING COURSE OUTLINE

This 3-day **Train the Trainer** Training Program is designed to benefit employees who are being asked to design and/or deliver training in the workplace. Participants learn about the learning needs and personality types of adults, planning and developing different types of training, delivering and assessing the success of the training events and much more.

## OUTCOMES

After Completing This Course Participants Will Have Learned to:

- Design a training course targeted for adult learners
- Plan the delivery of a course by ensuring that all the key elements of effective training are present
- Learn how to communicate one's message effectively
- Develop techniques to overcome barriers to learning
- Prepare and deliver a training session

- Learn to construct assessments to validate the learning
- Gain techniques for providing encouragement and coaching during the training process
- Create post-course evaluation forms
- Evaluate their peers and also receive feedback from them during class

## **MODULES**

### **Lesson 1: Getting Started**

- Welcome
- Workshop Objectives
- Expectations
- What are Your Expectations of Today?
- Getting Off on the Right Foot
- Ground Rules
- Characteristics of a Trainer
- Reflection

### **Lesson 2: Your Personality Style and Training**

- REACH Review
- Comprehensive Training Guidance
- Reflection

### **Lesson 3: The Fundamentals of Training**

- Three Pillars of Learning
- Effective Workplace Training
- Identifying Participants' Needs
- Accelerated Adult Learning
- Instructional Methods
- Reflection

### **Lesson 4: Learning Preferences**

- One Learning Preference Doesn't Fit All
- What's my Learning Preference?
- Reflection

### **Lesson 5: How to Plan and Structure your Training**

- Session Planning
- Course Structure
- Introduction Session
- Organising the Content
- How to Develop a Session Plan
- Reflection

#### **Lesson 6: Creating Your Lesson Plan**

- Introduction
- Main Content - Body
- Conclusion
- Reflection

#### **Lesson 7: Assess the Learning**

- Assessment and Evaluation
- Functions of Assessment
- Tools
- Reflection

#### **Lesson 8: Verbal Communication Skills**

- Para-Verbal Communication Skills
- Reflection

#### **Lesson 9: Effective Listening**

- Listening vs Hearing
- Reflection

#### **Lesson 10: Non-Verbal Communication Skills**

- Understanding Body Language?
- How to Read Body Language
- How to Project Positive Body Language
- Reflection

#### **Lesson 11: Asking Good Questions**

- Questioning Styles
- Questioning Techniques
- Reflection

### **Lesson 12: Choosing Activities**

- Types of Activities
- Choosing the Right Activities
- Reflection

### **Lesson 13: Preparing the Workshop**

- Materials Needed for a Running a Course
- Setting Up the Physical Location
- Reflection

### **Lesson 14: Delivery Tips and Trick**

- Build Presentation Mechanics
- Training Aids
- Delivery Tips:
- Reflection

### **Lesson 15: How to Manage Challenging Situations and Personalities**

- Barriers to Learning
- Self-Control
- 8 Tough Personas in a Group Training
- Lead by Example

### **Lesson 16: Feedback**

- Principles of Feedback
- Types of Feedback
- Feedback Delivery Tools
- Feedback Using the SBI model
- Reflection
  
- Handling Challenging Situations and Interruptions
- Reflection

### **Lesson 17: Reflections**

Reflections

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