

Train the Trainer: Delivery Skills & Evaluation

Learn to plan, deliver and evaluate training sessions, from session structure and delivery skills to gathering and reporting evaluation data.

3

MODULES

18

TOPICS

COURSE OVERVIEW

This course covers planning a training session, including structuring the day, scheduling activities and breaks, and designing slides and handouts to engage learners. It then addresses delivery skills such as building confidence, projecting a professional image, building rapport, motivating learners and handling difficult delegates. Finally, it covers evaluating training, including designing evaluation forms, gathering and analysing data, identifying problems and improvements, and preparing evaluation reports with written and verbal feedback.

WHO THIS COURSE IS FOR

Trainers

Training Coordinators

Instructional Designers

Learning and Development Professionals

Facilitators

LEARNING OBJECTIVES

- Plan a training session schedule with breaks and activities
- Design professional slides and handouts for learners
- Apply techniques to engage and motivate learners
- Develop confidence and overcome nerves when presenting
- Build rapport with learners and manage difficult delegates
- Design evaluation forms to gather training feedback
- Analyse evaluation data to identify problems and improvements
- Prepare evaluation reports with written and verbal feedback

3 Modules, 18 Topics

01

Planning Your Training Session

TOPICS

- 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

02

Delivery Skills

TOPICS

- 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

03

Evaluating Training

TOPICS

- 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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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