



4D Group

Train the Trainer

Objective

The effectiveness of training depends on the trainer's ability to transfer knowledge and understanding. This course develops the skills in the full training lifecycle including design of a structured training programme, methods of facilitating the learning process and evaluation of effectiveness.

Content

- A Definition of Training
- Preparing an Effective Training Session
 - Assessing delegate needs and requirements
 - Aims and objectives
 - Designing, planning and structuring a training session
 - Implementing the training – delivery methods and techniques
- Principles of Learning
 - How people learn
 - Learning styles and theory
 - Barriers to learning
 - Physical
 - Psychological
 - Semantic
 - Motivating the learner
- Personal Qualities of an Effective Trainer
- Pre-Course Preparation
 - Self preparation
 - The training environment
 - Pre-course checklist
 - Delegate arrival
- Training Aids
 - Visual Aids – types and basic rules
 - Effective use of exercises
 - Q & A/quizzes/recaps
- Group Management Techniques
 - Setting Group Norms
 - Balancing individual and group needs
 - Factors affecting communication, motivation and learning
 - Handling individuals and groups assertively
 - Dealing with difficult delegates
- Non-Verbal Communication
 - Postures and gestures
 - Facial expression/eye contact
 - Orientation/proximity
 - Appearance
 - Tone of voice and other aspects of speech
 - Coping with anxiety
- Communication Skills
 - Effective questioning techniques
 - Active listening
 - Auditory, visual and kinaesthetic communication
- Evaluation
 - Assessment of learning and comprehension
 - Post course evaluation
 - Effective Presentation Skills
 - Practical sessions followed by group/tutor feedback

Duration

Two – three days

The duration and exact content of this course can be tailored to suit the specific requirements and needs of your organisation.