

Train the Trainer Training - 2 days

Overview

You may be about to deliver in-house training. That's great - You'll usually have a good knowledge of the topic, the business's priorities and people's expectations and needs.

However you may want to develop your training skills - How to capture the trainee's enthusiasm, how to handle "difficult" trainees and how to measure the effectiveness of the training. This practical course gives you these skills and more.

It is suitable for those who are new to training or those with some experience but who want to polish their performance.

Acuity's Train theTrainer course will enable delegates to assess training needs, evaluate and follow up with effective training programmes. Delegates will learn how to design training for groups of varying sizes, learning styles and experience. Acuity's Train the Trainer course focuses on delivery skills and teaches classic techniques including maximising retention levels, handling difficult trainees, empowering delegates and controlling the group.

Objectives

Our Train the Trainer course will give you skills in:

- Setting clear, achievable and measurable objectives for delivering your training.
- Understanding learning styles -how you and your delegates like to learn. This can have a big effect on the way you deliver training
- Gaining the attention of your delegates and dealing with difficult delegates
- Varying your training methods to keep delegates interested
- Checking that your delegates have really learned

Video Session 1

Video of Delegate Training Session
Review of Delegate Training Sessions

The Complexity of Adult Learners

Adult Learners and Change
The Three Rs of Adult Learning
Thinking Styles
The Optimal Stages of learning
Key Learning Styles

A Logical Approach to Training

Traditional Training versus Independent Learning
Fears
Responsibility for Learning
Design Models

Needs Assessment

Assessing Needs Before Class
Assessing Needs During The Class
Assessing Needs After Class

Objectives That Work

Instructional vs. Behavioural Objectives
Writing Objectives
Objectives During the Design Stage
Objectives During Implementation
Objectives During Evaluation

Preparing for Class

Preparing Instructionally for Class
Preparing The Classroom
Preparing Physically for Class
Presentation Skills
Anxiety

Conceptual Learning; Delivery Techniques

The Concept Tree
Setting up a Concept
Delivering a Concept
Following up a Concept
Creativity

Continued over.....

Prerequisites

No previous experience of training is required. Those with previous training delivery experience will also find the course very beneficial and rewarding.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment. Participants will be expected to contribute to discussions and practical activities within a small group setting.

The course is highly interactive with a structured approach. Sound educational principles and practical activities are carefully blended with discussion and reflection to provide a stimulating and motivating experience for all participants

The course will include recording of the delegates training sessions

Exams

This course has been designed to meet the requirements of Certified Trainer Programs including CompTIA CTTPlus.

The presentation

Teach more visually
The power of pictures
Organize your whiteboard
Vary your presentation

Helping learners "link" ideas
Have learners verbalize the concepts
Pictures, patterns, and structure
"Incremental" training
Nonlinear learning
Use analogies
Engage all the senses
Ending the class

Classroom management

Preventing Behaviour Problems
Controlling Behaviour Problems
Special problems

Asking Questions

Precision Questions
Open Questions
Closed Questions
Leading Questions
Reflective Statement
Pauses in Questions
Assertion of Interest

Evaluation: Effective Training and Trainers

Why evaluate?
Improving Your Skills
Assessing Needs After Class
Self-Evaluation
Peer Evaluation
Testing New Courses and Products
Justifying Training

Video Session 2

2nd Video of Delegate Training Session
Review of Delegate Training Sessions