

Training the Trainers

Course Objectives:

At the end of the course participants will have:

1. Identified the factors that affect learning
2. Designed a training session using a number of different training methods.
3. Devised an evaluation form.
4. Examined the skills required to deliver a training session.

Course Content:

- The characteristics of adult learners
- Defining your own learning style and understanding the impact that has on your training style
- Choosing the most appropriate training methods to ensure learning occurs
- Designing an interactive training programme
 - setting objectives
 - choosing content
 - structuring content
 - getting the timings right
- Evaluating the effectiveness of your training session
- Using visual aids to appeal to multiple intelligences
- Skills for delivering training
 - gestures and mannerisms
 - using your voice effectively
 - managing the group dynamics
 - coping with nerves
- Dealing with difficult situations
- Handling awkward questions