

Train the Trainer - ILM (Institute of Leadership & Management) Development Programme

Duration:

Three days

Objective

This three day course is unique to Cosensa and provides delegates with the special ability to effectively train staff. Training must have specific objectives, be well structured and include elements of evaluation for it to be truly effective. Train The Trainer provides delegates with the skills to design, train, assess and track effective training programmes. Delegates will learn how to design training for groups of varying sizes, learning styles and experience. We focus on delivery skills (body language, voice projection etc.) including classic techniques about handling difficult trainees and controlling the group.

Contents

The aim of this course is ultimately to enable delegates to build their skills and confidence in training session planning, design, delivery and evaluation. By the end of this course each delegate will be able to:

- Identify the link between training and organisational effectiveness
- Recognise different learning styles
- Demonstrate different training styles to meet the needs of the group
- Write high-quality training objectives
- Design course content and materials
- Compile structured questions to compliment the learning process
- Deliver effective training sessions using different training methods
- Demonstrate different types of visual aids
- Anticipate and deal with difficult problems or trainees
- Evaluate the effectiveness of a training session against pre-determined objectives

Who should attend

This course is suitable for anyone at Managerial level or in a Human Resources function who wishes to learn the specific skills required to effectively design and deliver training sessions.

Course benefits

- Understand the importance of the training cycle
- Understand how and why people learn
- Learn to select the most appropriate training method
- Develop a professional approach and a style that is your own
- Practice delivery and receive feedback assisted by video
- Learn how to cope with difficult situations and people

Additional information

This course is designed to develop the confidence of delegates by enhancing their knowledge of training and development and providing them with techniques to enhance their skills. It will equip delegates with the skills to become effective trainers and to get the best out of the people they train.

Certificates

All delegates who successfully complete this course will receive a certificate from the Institute of Leadership & Management.

Trainers background

The trainer for this course is a specialist coach and is principally involved in the design and delivery of many of Cosensa's own

training programmes including Train The Trainer. They have been successfully delivering training to both public and private sector organisations for over thirteen years and previously held various senior Training Management positions in industry.