

Train the Trainer - ILM Endorsed Award

Duration:

3 days

Objective

The aim of this course is to enable delegates to build their skills and confidence in training session planning, design, delivery and evaluation.

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 challenging trainees and controlling the group.

Contents

Describe the role of the trainer

The trainer's roles and responsibilities

Demonstrate current training skills

Explore the 5-step Training Cycle

1. Identify / Analyse the Training Need

- What is a Training Needs Analysis (TNA)?

- What skills are required to conduct a TNA?

- Tools to conduct a TNA

- Analysing TNA findings

- Deciding the most appropriate training methodology

- Consideration of different learning styles

- Honey and Mumford

- VARK

2. Design / Write your Training Solution

- Important preparation considerations

- Designing aims and objectives based on the learning outcomes to be achieved

- Training Introductions

- Housekeeping

- Getting everybody's attention

- Icebreakers

- Training Methodologies and how to choose the right ones to use

- How to design / find appealing visual aids

- PowerPoint dos and don'ts

- Handouts

- Workbooks

- Trainer guides

- Using videos / audio clips

- Utilising Flipcharts and Whiteboards

- Formal and informal assessment methods

3. Develop the Training Delivery Schedule

- Environment considerations
- Seating
- Tables
- Available equipment
- Temperature and noise
- Wi-Fi
- Scheduling training

4. Delivering the Training

- The skills involved in presenting
- Facilitation V presentation
- Communication Skills
- Busting the Mehrabian Myth
- NLP Communications Model
- Words that appeal to different learning styles
- Vocal Style
- Intonation Patterns
- Using body language and gestures effectively
- Facilitation Skills
- Questioning
- Listening
- Giving Feedback
- Managing challenging situations and people
- Monitoring Time
- Action Plans and reflective practice
- Closing the course

5) Evaluation methodology

- Kirkpatrick's evaluation model

Level 1 - How participants react to the training (e.g. satisfaction)

Level 2 - Analyses if the delegates truly understood the training (e.g. increase in knowledge, skills or experience?)

Level 3 - Measuring if they are using what they have learned at work (e.g. Behaviour change)

Level 4 - Has the training had a positive impact on the Organisation

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

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.

Delegates who attend this course will:

Understand the importance of the training cycle

Appreciate how and why people learn

Learn to select the most appropriate training method

Develop a professional approach and a style that is their own
Practice delivery and receive feedback assisted by video
Learn how to cope with challenging situations and people

Additional information

Pre-Course Work

Prepare a 5-minute introduction to a training session about yourself and what you want to achieve from attending this training course.

By the end of this course, delegates will be able to:

Pick appropriate methods to conduct a training needs analysis

Use the 5-step training cycle effectively

Design an interactive training course, using our unique segmented approach that can adapt to bite-size, half-day and full day deliveries

Use a range of skills, methods and behaviours to develop learners' knowledge and participation when delivering training with learning consolidation taken into account

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 the last ten years, and previously held various senior management positions in industry.