

Train the Trainer



Duration: 2 Days

Tel: 0800-458-3246

Delegate Numbers: Up to 10

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Introduction

You may be about to deliver training for your organisation. That's great - you're likely to have a good knowledge of the training topic, your organisation's priorities and people's expectations and needs.

However, you may want to develop your training skills so that you can deliver a really effective training programme.

This lively and interactive course will help you develop and hone the skills needed to deliver effective training. We will show you how to plan, prepare and deliver training, encourage enthusiasm and gain commitment from delegates.

We will provide proven methods for dealing with common 'problems', such as negative, rowdy or unresponsive delegates. We will also help you train in a way that appeals to all your delegates, and show you how to measure the effectiveness of training.

The course is suitable for those who are new to training, those with a little experience of training and people who have been training for years, but may not have had any formal train the trainer training.

ILM Approval

This two day course is approved and monitored by the Institute of Leadership and Management. The ILM are the largest UK provider of management awards and qualifications and are part of the City and Guilds group.

On attending the course delegates can receive an ILM Certificate and one years' study membership to the ILM. There is a small additional fee per delegate for this option.



Course Structure

We run this course as an interactive session with plenty of opportunity for you to discuss, learn and practise how to handle a range of training challenges.

You will also be able to plan a training session and practise your skills in delivering training. Each session includes practice activities as described in the below course schedule.

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What we provide

Before the course:

- We send pre course questionnaires to all delegates
- We are happy to look through your current course material, so we can offer feedback during the course.

At the course - All delegates receive their own:

- Full colour copy of slides
- Workbook of course exercises
- Handout of reference materials

After the course

- Around two weeks after the course we send out a 'compendium' of flip chart notes to serve as a reminder of the issues discussed
- We also provide six months' email / telephone post course support for all delegates

Course Schedule

Day 1

Session 1 - Preparing for Your Course

We help you focus on *why* the training is needed for the individual, his or her team and the organisation as a whole. We explain how you can overcome barriers to the learning process, by allowing delegates to reveal any 'objections' they have to the training and dealing with them.

Topics include:

- "SMART" course objectives
- Knowing what you want to achieve
- Getting the training mix right - Knowledge, Skills and Attitude
- Pre-course questionnaires

Exercise:

We will help you develop a training plan for part or all of a course you might deliver in your workplace.

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Session 2 - Designing and Delivering Your Course

We introduce the different learning styles. These are in two groups - sensory and psychological.

Studies of sensory styles show some of us have a natural preference to learn visually (e.g. by viewing graphs or watching a DVD) others learn by actively doing (a 'hands-on' approach), and others learn by listening (e.g. to a lecture or discussion).

Psychological styles (such as whether a person is more theoretical or pragmatic) are more subtle but just as important.

The course covers these styles in depth and tests in the course will allow you to understand your own individual learning styles. Trainers often naturally train in a way that suits their own style, as this is what comes naturally; We show you how to train in a way that suits delegates' styles.

Topics include :

- Sensory Learning Styles (Visual, Auditory, Read/Write, Kinaesthetic)
- Psychological Learning Styles - Activist, Reflector, Theorist, Pragmatist
- Matching training methods to Learning Styles
- Seven important course design principles
- Attention span
- Training resources - visual aids, venue and your time
- Providing variety in training
- Material for delegates - what to include
- Providing clear instructions

Exercises:

- Practise providing information in an innovative way
- Prepare and test instructions to carry out a particular task

Day 2

Session 3 - On the day - Managing interaction

We will help you to discover and develop an effective individual training style. Training can be quite nerve-wracking - surveys have shown that standing up in front of a group of people is one of the most stressful work place activities. We show you that by concentrating on the delegates and not yourself, this fear can be reduced.

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This module will also look at interaction with delegates and dealing with questions - We show you how to avoid panic and maintain control and composure even if you don't know the answer.

We will also look at specific techniques for building rapport with delegates and managing any challenging or 'difficult' behaviour.

Topics include:

- Setting the scene
- Getting 'Buy - in' from learners
- Managing behaviour - yours and your trainees'
- Handling challenging behaviour

Exercises:

- You'll design and rehearse your introduction
- We'll also help you plan a strategy to handle objections from your trainees and then test it out for real

Session 4 - Ending your course

It is important that any training finishes on a high note. This is good for the trainer and the delegates!

Throughout the course we will have shown you how to assess that your delegates are really learning. To ensure that the course has been successful trainers also need to check that trainees are clear on *what* they have learned and *how* they will apply it. This module helps you ensure this is the case for your training.

Topics include:

- Summarising what has been learnt
- Applying what has been learnt
- Gaining constructive feedback
- Recording what has been learned
- Action plans for trainees to follow after the course
- Supporting continued learning after the course.

Train the Trainer

*"The training session was **just what I wanted**. I would **definitely recommend Adelphi Associates** to anyone I come into contact with in the future. Train the Trainer on site course
Delegate*

*"This is one of the **best courses I have ever attended**. The content was great - It covered everything I needed to know, and was delivered in a manner that kept me involved throughout" Train the Trainer Public course
delegate*

*"Excellent delivery - The course content **exceeded all expectations**. I now feel more confident to go forward in my new career" Train the Trainer Public course
delegate*