



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

solutions@ttsweb.co.uk
<http://www.ttsweb.co.uk>
 tel : (0117) 9022845

VAT reg No : 691 6021 39

Total Training Solutions
 South West Ltd is Registered in
 England, No. 5190199

Train the Trainer

(2 days)

“Knowledge is useful and skills are valuable, but the ability to impart these to others is priceless.”

Benefits

Using existing staff to train others is not only a valuable development opportunity but also ensures skills and knowledge are passed on to others and hence shared throughout the organisation.

Aim

To provide the new trainer with the essential skills to design and deliver effective training and also to evaluate its impact.

Objectives

By the end of the training you will be able to...

- Define objectives that meet both business and learner needs
- Describe different learning styles
- Design training events that challenge and inspire
- Recognise and react positively to audience dynamics
- Know how to deal with ‘difficult’ customers
- Check that your training has been effective

Content

- The importance of individual learning styles when designing effective training
- Organisation & individual needs - the starting point!
- Setting realistic, measurable and worthwhile objectives
- Making the most of available time with ‘Accelerated Learning’
- Common design & delivery ‘failures’ (and how to avoid them)
- Assessing your delivery style – manner, vocals & body language
- Using visual aids to support your training (and pitfalls to avoid)
- Managing the event and controlling nerves
- How to evaluate the impact and effectiveness of your training
- Practice at designing & presenting brief training sessions