



Your Needs:

“This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you.”

Accelerated Learning:

“We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions.”

What You Get:

“As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards).”

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Train the Trainer

(2 days)

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

Benefits of attending this course...

Using existing staff to train others is not only a valuable development opportunity for them, but it also ensures skills and knowledge are retained and shared throughout the organisation.

This course covers the essential knowledge and skills needed to design and deliver effective training and to evaluate its impact on the business.

Who is it for?

Anyone who needs to run training events that have a positive measurable outcome.

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 (and why they are important).
-  Design training events that challenge and inspire.
-  Recognise and react positively to audience dynamics.
-  Know how to deal with ‘challenging’ learners.
-  Check that your training has been effective.

Content

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