

THE IN-HOUSE TRAINING COMPANY

Train the trainer

Overview

At some point in your life you will have attended a training course or workshop, but what happens when you are asked to deliver one? Some people relish the opportunity while others are challenged by it. Whatever you feel about training others, it is a skill that is admired and can be studied and learned.

With the trainer you will be learning the techniques, skills and understanding you need and you will have the chance to deliver a short training session to others, receive feedback and having the confidence to deliver it for real in your job.

The training will comprise one day followed by a half day when all those able to attend will deliver and have feedback on a 20-minute training activity.

Learning objectives

- To be able to create and maintain an environment conducive to learning and engagement
- To understand basic learning theory and practice and the difference between training, facilitating and learning
- To understand how adults learn and how to apply it as a trainer
- To be able to plan and deliver a training activity using the appropriate set of skills and behaviours
- To be able to review and evaluate learning and identify how outcomes are met
- To manage the learning process and the participant engagement in the training environment
- To be able to present effectively and appropriately to a variety of audiences
- To deliver and receive feedback on a short delivered training activity with peers
- To review and evaluate learning and have an action plan to take back and put into practice

Who should attend?

Staff who are training others.

Course format

This hands-on 1½ day workshop will help you plan, perform and evaluate your training workshop you aim to deliver.

Expert trainer

Amanda is a highly experienced coach and facilitator specialising in providing leadership coaching, management development programmes and facilitation services to the public, private and voluntary, community and social enterprise (VCSE) sectors. Her work in the public service sector, in particular, has so far extended to facilitation sessions, focus groups, team development, personal effectiveness skills training, customer service training, performance management training, and specialist leadership and management programmes.

Workshop outline

DAY ONE (full-day)

1 Welcome, housekeeping, how the day will be run

- Introductions (and making the most of them)
- Warm up – breaking the ice followed by review and feedback
- Creating an environment conducive to learning and engagement; managing expectations well as a trainer
- Group task with feedback and review in plenary

2 What is training and how do adults learn?

- Trainer input: *David Kolb's Learning Cycle*
- Group tasks

3 How to plan a session and what to include – trainer input

- Starting at the end and working backwards
- Linking outcomes to purposeful activities
- Practice task and planning time for day two using a template

4 The skills and behaviours of a brilliant trainer

- Modelling skills and behaviours
- Creative task and discussion

5 Mini reviewing task

- De-brief – using reviewing in training

6 How to manage the process

- Trainer input followed by practice
- Paying conscious attention to language (verbal and non-verbal), feelings and responses in the room and managing yourself as a trainer

7 The trainer's toolkit #1

- Key tools, materials and templates
- Choosing different tools and approaches with different audiences
- Know your audience

8 The trainer's toolkit #2

- Key tools, materials and templates continued
- Addressing trainer good practice

9 Review, evaluation and action planning activities

- Why and what should we be evaluating and why it's important
- Action planning task
- Group review task

DAY TWO (half-day)

The day will comprise a series of 30-minute timed sessions where each delegate will present and deliver a training activity with the group.

The training activity will be prepared and planned in advance and will take 20 minutes (+ or – 2 minutes) to deliver in real time.

This will be followed by review and feedback from the trainer and peers to complete the total of 30 minutes as a time slot.

Reiteration of the task and discussion can take place with the trainer if needed, and there is time included in day one to support the training planning.

Any questions?

Please just give us a call on 01582 463463 – we're here to help!

Or visit www.theinhousetrainingcompany.com