

Train the Trainer

Duration: 2 days

Effective training is universally recognised as a valuable tool to maximise the knowledge skills and profitability of the workforce. For training to be of value it must follow the 'training cycle'. Trainers must have the skills and knowledge to be able to utilise a wide range of training methods and techniques appropriate to learners and their needs. This course explores the stages within the 'training cycle' and how a competent trainer should carry out each part of the process.

Who should attend this course?

Individuals who are actively engaged in the training of others in the workplace who wish to develop or refresh their practical training skills. This course would not be suitable for highly experienced or qualified trainers.

Course Objectives

Upon completion of this course participants will be able to:

- Accurately identify learners' needs
- Design effective learning plans/programmes to meet learners' needs
- Design training sessions, materials and activities that accurately meet learners' needs
- Create an environment that is conducive to learning
- Facilitate the learning process for groups and individuals through presentations and activities
- Carry out effective soft and hard data evaluations to gather feedback information
- Take accurate and appropriate actions based on feedback

Course Outline

Establishing Training Needs

- Use appropriate investigative tools to gather information relating to learners' needs
- Develop a training plan that meets individual, organisational and occupational needs

Course design

- Design schemes of work that meet identified needs
- Write accurate aims and objectives to form the framework for effective planning
- Construct formal session plans and trainer notes that provide sufficient detail to support the training process
- Develop effective training materials that meet the learning needs and styles of individuals and groups

Delivery

- Deliver training in a style and manner appropriate to the learners and the subject
- Ensure training is learner orientated
- Use appropriate methods to test the level of understanding
- Facilitate activities appropriately

Post course evaluation

- An introduction to the Kirkpatrick model