

Train the Trainer

Duration: 2 non-consecutive days

Purpose and aim of course:

This comprehensive course gives learners the opportunity to develop their training skills. It presents the latest theories on how people learn and the required trainer skills in order to develop individuals. It allows learners to understand how to develop learning outcomes and choose activities that support them. It presents the various mediums of training, from classroom, to blended and e-learning methods. The course covers the elements of creating a learning environment and teaches participants how to deal with the needs of a training audience.

This course is delivered over 2 non-consecutive days and learners will have various opportunities to practice their training skills.

This unit is suitable for persons who:

- wish to develop their training skills,
- want to develop into exceptional trainers,
- would like to further their understanding on how to conduct a training needs analysis,
- are required to train people as part of their job, either face-to-face or over webinars,
- wish to understand the theories that underpin adult learning principles.

Learning Outcomes

On completion of this course, learners will:

- be able to appreciate the characteristics of exceptional trainers and use these skills in their training sessions,
- be able to develop solid training programs, whether these are short 1 day sessions or recurring training sessions,
- be able to conduct an effective training needs analysis in order to uncover learning gaps,
- use tools and techniques such as icebreakers and energisers and choose and deliver activities that work,
- be able to manage a training audience to maximise learning.

Materials:

Learners will receive all necessary material for this course including copies of presentation slides and exercises used in class.

Prerequisites:

This course is a stand-alone course and does not require any previous knowledge.