

Train The Trainer: The Practical Trainer

Course Overview

This workshop is designed to help the individual who is not (or at least not yet) a professional trainer. The focus is on the supervisor, manager or brand new trainer who has been asked to present or train a group of individuals; a task for which he or she has little prior experience. This on the job training can strike fear into the heart of the most skilled and experienced employee.

Learning Objectives

By end of this workshop, participants will be able to:

- Recognize the importance of considering the participants and their training needs, including the different learning styles and adult learning principles.
- Know how to write objectives and evaluate whether these objectives have been met at the end of a training session.
- Develop an effective training style, using appropriate training aids and techniques.
- Understand the importance of an instruction guide to help a trainer prepare and deliver effectively and consistently.
- Conduct a short group training session that incorporates these training concepts.

Target Audience

This workshop is designed for persons with responsibility to present or train a group of individuals about certain products, services, tools, skills or results. Such persons include: supervisors, team leaders, product/brand managers and other staff with training responsibilities.

Methodology

The training course is delivered through presentations & discussions, group work, videos and case studies.

Duration

Five Days

Course Outlines

1. Defining a Successful Training Program
2. Principles of Adult Learning
3. The Four Basic Steps in the Learning Process
4. Your Approach to Learning as a Trainer (The Learning Style Inventory)
5. Your Learning Style
6. Your Training Style (The Trainer Type Inventory)
7. The Learning Cycle and the Training Process
8. When is Training Necessary?
9. Planning Training
 - Developing Objectives
 - Planning and Designing the Program
 - Training Methods
 - Environmental Concerns
 - Designing a Learning Sequence
10. Types of Trainers
11. Setting the Climate
12. Common Errors in Training
13. The Four Step Plan
14. Characteristics of an Effective Trainer
15. Dealing with Difficult Trainees
16. Visual Aids
17. Presentations (Mock Training)
18. About Evaluations