



Train the Trainer

Course Duration 2 Days

Course Objectives

At the end of the course participants will be able to:

- Understand how adults learn and remember information
- Adjust a training course to ensure knowledge retention
- Adjust a training course to suit different learning styles
- Improve their training delivery
- Ask effective questions to provide context and aid in learning
- Assess participant feedback and provide feedback
- Effectively use the training space
- Understand how to teach a skill
- Set objectives and outcomes
- Use the group dynamics to ensure effective learning
- Deal with difficult participants
- Understand the nuances of information technology training
- Prepare for a training course

Course Outline

- Learning Defined
- Barriers to Learning
- The Learning/Recall Curve
- Different Learning Styles
- Training Delivery
- Body Language
- Eye Contact
- Voice Modulation
- Using Questions
- Types of Questions
- Using and Giving Feedback
- Using the Training Space
- Don't Assume Knowledge
- Teaching a Skill
- Presenting Information
- Facilitating
- Training Objectives and Outcomes
- Group Dynamics
- Dealing with difficult Participants
- Training Information Technology
- Training Preparation
- What makes an Effective Trainer
- Self Assessment Checklist

Target Audience

Anyone who wants to learn the basics of training or improve their existing training skills.