Train The Trainer Program

COURSE OVERVIEW

This Train the Trainer course provides an in-depth understanding of the training and facilitation skills necessary for personnel involved in delivering training in 1:1 or 1: group situations. What do world class training functions do and why? This program specifically answers these questions and provides practical guidelines to enable participants to grasp the mindset of an expert trainer/facilitator and appreciate the ‘inner game’ of beliefs and values as they apply to design and to run training courses.

All the main areas of adult learning, training needs analysis, training delivery and training evaluation are covered. Participants will learn the six skills sets that are essential to facilitating dynamic and powerful ‘high impact’ training events that can be easily applied in the workplace. Participants will leave the course with knowledge of adult learning principles, how to write effective learning objectives, how to use training activities effectively, and how to handle the toughest participants.

LEARNING OBJECTIVES

Train the Trainer program will help participants to understand the key elements of training delivery skills leading to impactful learning experiences for learners. Participants will learn all the practical skills required that can be readily applied to their work environment and help to achieve team and personal goals. Upon completion of Train the Trainer course, the participants should demonstrate skills and knowledge in:

- Understanding of adult learning styles
- Conducting competency-based training needs analysis (TNA)
- Training design
- Developing learning aids
- Training delivery that’s engaging and interactive
- Enhancing the job team competency for targeted employees.
- Improving the overall organizational capability and performance through a competent workforce.
- Best practice in measuring training effectiveness

TARGET AUDIENCE

People who are already capable of giving a formal presentation and who wish to develop their understanding of how to design and run training courses, workshops and seminars. Anyone involved in training planning, delivery or those who wish to develop their training skills. The training is suitable for anyone involved in all types of behavioural or technical training.

TRAINING METHODOLOGY

This highly practical and results-oriented program is based on the adult learning concept. The facilitator will give plenty of input and then help participants to make sense of the themes through discussion and practice. It incorporates short inspiring demonstrations and role play practice to enhance learning. There will be ample time for Q&A and ‘return to work’ action planning. The facilitator reinforces all concepts within an inspiring and engaging learning environment.

Pre & Post course assessments will be used to measure the effectiveness of this training and measure the skill and ability of participants.
COURSE CONTENTS

Module 1 - Adult Learning Theories

• **Description:**

  On Day One the course looks at constructivist, social and situational adult learning theories.

• **KeyTopics:**

  - Introduction to 21st century adult learning theories
  - 6 main characteristics of adult learners
  - Examples of promoting work-based formal and informal learning
  - The latest approach to competency-based TNA
  - Deriving lessons learned from Day 1

Module 2 - Training Need Analysis (TNA)

• **Description:**

  On Day Two the course looks at conducting a TNA so that training precisely targets business and participant needs

• **KeyTopics:**

  - Needs analysis: from performance (knowledge, skills and behaviors) gaps to objectives
  - Aligning training needs with business drivers and organisational competencies
  - Determining from TNA which training is compulsory, related to business growth or employee growth
  - Presenting training needs identified back to the business
  - Introduction to training material design and learning aids (roleplays/exercises): pedagogical v agrological methods
  - Deriving lessons learned from Day 2

Module 3 - Learning in Practice

• **Description:**

  On Day Three the course looks at facilitating learning in the classroom or in the workplace
• KeyTopics:
  - Structuring training and setting appropriate aims and learning outcomes
  - What a solid training program overview looks like
  - Active and passive learning
  - Engaging, interactive, training delivery
  - Making learning stick
  - Creating a positive ‘fun’ learning atmosphere
  - Deriving lessons learned from Day 3

Module 4 - Delivering Training

• Description:
  On Day Four the course looks at facilitating learning in the classroom or in the workplace

• KeyTopics:
  - Interactive instructional methodologies
  - Characteristics of exceptional trainers (who develop trust and rapport)
  - Understanding learning principles to know which type of delivery methods will deliver the optimal results
  - The trainer’s tool chest: icebreakers, energizers, group discussion, group activities, case studies, videos, and role play that teach
  - Session duration and what motivates and what demotivates in the learning process?
  - Training room management and handling know-it-all’s, talkers, objectors, flipcharts and PowerPoint
  - Deriving lessons learned from Day 4

Module 5 - Training Evaluation

• Description:
  On Day Five the course looks at measuring training outcomes to deliver outstanding results

• KeyTopics:
  - Measuring training effectiveness using levels 1, 2, 3
  - Incentives and the role/positioning of testing and evaluation of training
  - Departmental management accountability for training implementation
- Competencies and their impact on evaluating training
- Deriving lessons learned from Day 5
- Certified examination
- 5-minute skills demonstration by each participant

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