

# Course Profile

**Course name:** **Train-the-Trainer**

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**Duration:** 3 Day

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**Objectives:** This three day workshop will help new trainers:

- Recognise the importance of considering training needs and objectives.
  - Write appropriate training objectives.
  - Develop an effective training style.
  - Select and utilise effective visual aids to support your training sessions.
  - Overcome difficult situations or problems which can occur during training sessions.
  - Evaluate the effectiveness of your training against predetermined objectives.
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## Course Content:

### The Role of the Trainer

- Why organisations train
- Meeting the business needs
- Supporting organisational objectives
- The qualities of a successful trainer

### The Learning Cycle

- Overview of the learning cycle
- Practical uses during training

### Training Methods and Visual Aids

- Using visual aids for maximum effect
- Working with whiteboards and flipcharts
- Trainer-led facilitation
- Training methods review

### Training Delivery and Evaluation

- Design and delivery of training sessions
- Practical session
- Evaluation and critique

### Personal Development

- Setting an action plan

### The Learning Process

- How people learn
- Looking at the learning process
- Learning styles
- Adapting your training style to meet audience needs

### Establishing and Meeting Objectives

- Establishing and writing objectives
- Building course content
- Looking at course structure
- Building in questions to support the learning process

### Group Dynamics

- Anticipating and overcoming trainee problems
- Handling difficult trainees

### Evaluation Training

- Effectively measure learning outcomes
- Short and Long term measurement