



TRAINING THE TRAINER

This course is for delegates who have responsibility for training other staff in their own organisations e.g. corporate inductions and in-house systems. The focus of this 1-day course will be on creating extra impact and enhancing training delivery skills.

We all have to train our colleagues, even customers, from time to time. Training effectively is a skill that can be taught and learnt. Delegates on this event learn skills and techniques that will help 'transfer technology' to others with speed and accuracy.

Aims -

- To focus on how the delivery style of a training intervention has massive impact on its effectiveness
- To consider how different approaches and techniques may add value to current practice

Objectives -

- To understand how to create an effective learning environment
- To elegantly impart knowledge with even greater confidence and assertiveness
- To create training sessions that have even more impact, increasing effectiveness and leaving trainees with favourable lasting impressions
- To be able to plan and prepare timely effective sessions

Content -

- Creating a learning environment
 - Preparing a training session
 - How people learn
 - Top tips and icebreakers for energising audiences
- Communication and the use of language
 - Accelerated learning techniques to aid training
 - Motivating delegates
 - Building rapport with delegates
 - Encouraging group participation
 - Using presentation aids
- Adapting the approach to meet the needs of participants
 - Handling 'difficult' learners
- Using post training feedback positively and constructively
- Training practice

Workshop ethos and comfort factors ☺

- The session will start and finish on time with the appropriate comfort breaks.
- Delegates should wear comfortable casual attire.
- All delegates should come prepared to take part in the activities and be assured that their contribution will be valued.
- Refreshments will be provided.

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