

Course Outline - **Train the Trainer**

Description: People at all levels ultimately benefit from training that is well organised and implemented, and the key to successful training is the trainer. Only a trainer who is properly skilled can maximise the learning opportunity. This workshop is highly inter-active and requires attendees to give brief presentations and lessons to the other participants. An element of evening preparation, at home, is required

Objectives: Upon completion of the course each student will understand how to plan, execute and evaluate their own training and be able to demonstrate a thorough understanding of basic training and presentation skills

Pre-Requisites No previous knowledge is required

Duration: Two to three days

Teaching and Learning

Definition of teaching and learning
Instructor qualifications and roles
Personal teaching styles
How adults learn
Definition of motivation and various motivation theories

Presentation Techniques

Demonstrate techniques for overcoming nervousness
Definition of communication
Methods that facilitate communications
The four aspects of delivery
Definition of non-verbal communication
Distinguish between effective and distracting non-verbal communication

The Training Environment

Elements of a well designed training environment
Modify an existing training environment to maximise learning potential

Training Methods

Different methods available
Questions as a teaching aid
Use of audio visuals

Evaluation

Setting objectives
Four types of evaluation

