



Train the Trainer

Course Aims

To provide you with a solid foundation of skills and knowledge on the process of learning, the role of the individual trainer and issues of importance when working with groups.

By the end of the session, attendees will be able to:

- Clearly identify the requirements of your training role
- Write appropriate training objectives
- Identify appropriate training materials and structure content to meet the objectives and needs of the audience
- Select and utilise effective visual aids to support your training sessions
- Confidently deliver effective training sessions
- Overcome difficult situations or problems which may occur during training sessions
- Evaluate the effectiveness of your training against pre-determined objectives

Course Content

- An Overview of Learning Styles
- Qualities of Effective Trainers
- Training Techniques
- Perception
- The Importance of Questions
- Visual Aids
- Creating a Lesson Plan
- Structuring a Training Session
- Running a Training Session
- Handling nerves
- The Importance of Evaluation: Before, During and After a Course
- Giving Feedback
- Action Planning

Course Benefits

- Engage people in the learning process faster
- Ensure training sticks when people leave the training room
- Trainers that are more rounded consultants and not just trainers

Who Should Attend?

For those who have little or no previous experience in designing and delivering training events or need to teach/support others.

Price

This course is only available as an in-house course. Contact us for more information.

Session Breakdown

The Training Cycle

- Introduction to the stages of the training cycle

Trainer Skills

- The skills required to train and develop people
- Behaviours and attitudes of effective trainers
- First impressions and perceptions

Preparing for the Session

- Understanding the needs of your customer or audience
- Writing effective learning objectives
- Structuring an effective training session
- Choosing the right location and equipment

Delivering the Session

- Getting off to a good start
- Using visual aids and training aids
- Getting the group involved
- Different approaches to use
- Dealing with difficult people

Closing the Session

- Checking understanding
- Motivating people to take the learning with them

Skills Practice

- An opportunity to practice the skills

Course Information

This is a **one day** training event that Revolution Learning and Development deliver as an in-house course anywhere in the UK

We can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To discuss your individual needs, email contact@revolutionlearning.net or call us on 03333 444 575.

Booking terms and conditions are available on our website.