

Train the Trainer – Module 1: Designing & Writing a Training Course

2 Days **BGTT1**

OVERVIEW

Through this workshop participants will get an in-depth understanding of adult learning and the ability to write and design a training course. Furthermore, it will enable them to build a training course using best practice theories.

DESIGNED FOR

Designed for occasional trainers who train or will train and would like an extensive knowledge of the subject. Participants must have an idea of what subject they will provide training on and the purpose of the training they provide, before attending the course. They will need to bring with them any training material they already have.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Understand how adults learn.
- Know how to get the best out of people in the training room.
- Be able to design and write an effective training course.

TOPICS COVERED

- How adults learn
- Types of memory
- Guidelines for effective learning
- Learning preferences
- Learning styles
- Accelerated learning
- Designing and writing a course
- The learning task
- The learning objective
- Designing the course
- Devising the training session
- Designing visuals
- Lecture notes
- Writing a training plan
- The learning cycle
- The Von Resdorff effect
- The long-term and short-term memory and how the working memory works
- Ordering, sorting and information integration
- Applying learning preferences to writing a training course
- Structuring a training session, notes, using visuals effectively
- Content and style

EXTRA NOTES

An equivalent course is available in Arabic and French. Please call us for details.