

Developing Effective & Confident Training Techniques

3 Days ITT

OVERVIEW

Covering the fundamentals of design, delivery and evaluation, this intensive course gives new trainers a unique opportunity to learn from the experts.

This practical three-day course provides a comprehensive foundation for new trainers in training session design, development and delivery. Delegate numbers are restricted to eight to allow time for the use of videos as an aid to training style development.

DESIGNED FOR

Suitable for new trainers and individuals who are looking to build their skills and confidence in training session planning, preparation and delivery.

LEARNING OUTCOMES

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

- Clearly identify the requirements of their training role.
- Write appropriate training objectives.
- Identify appropriate training materials and structure content to meet the objectives of the group.
- Confidently deliver effective training sessions.
- Select and utilise effective visual aids to support their training sessions.
- Overcome difficult situations or problems which can occur during training sessions.
- Evaluate the effectiveness of their training against predetermined objectives.

TOPICS COVERED

The Role of the Trainer

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

The Learning Process

- How people learn
- Learning styles - maximising individual development through the learning process
- Identifying trainees - the selection criteria
- Adapting your training style to meet the needs of the groups

Establishing and Meeting Training Objectives

- Establishing and writing objectives - ensuring the success of your training sessions
- Building course content - deciding on depth and scope of material
- Sequencing materials and developing course structure
- Building in questions to support the learning process

Training Methods and Visual Aids

- Using visual aids for maximum effect - selecting appropriate visual aids
- Working with whiteboards, transparencies and flipcharts
- Using computer-based presentation packages
- Selecting appropriate training methods - trainee analysis
- Trainer-led facilitation and group discussion
- Training methods review - video, syndicate exercises, etc

Group Dynamics

- The make-up and structure of groups
- Anticipating and overcoming trainee problems
- Handling difficult trainees

Training Delivery and Evaluation

- Training exercises; design and delivery of training sessions
- Each delegate will undertake practical sessions through the duration of the course
- These encompass the writing of session objectives, content development and training delivery. Video will be used to aid this process

Evaluating Training

- Effectively measuring learning outcomes
- Short and long term measurement

Personal Development

- Formulating an action plan

EXTRA NOTES

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