

Training Techniques for Occasional Trainers

2 Days

BGOT

OVERVIEW

This practical workshop provides participants with skills, techniques and confidence in course planning, preparation and delivery.

DESIGNED FOR

Designed for occasional trainers who are asked to hold short training sessions in their fields of expertise.

LEARNING OUTCOMES

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

- Be aware of how people learn and the different learning styles.
- Develop the necessary skills to plan, prepare, run and evaluate a training session.
- Learn to communicate with their audience and to handle difficult delegates.

TOPICS COVERED

The Learning Cycle

- The Learning Cycle
- How we learn
- Accelerated Learning principles

The Trainer's Skills – Participatory Learning

- Participatory versus Prescriptive learning

Preparing the Training Course

- Why prepare?
- Setting objectives for the training
- Building the course
- Lecture notes
- Using visuals
- General principles of using visuals

Running Practical Sessions

- Ice Breakers
- Questions and discussion
- Using exercises and syndicates
- Feedback skills
- Case studies

Communication

- Introduction
- What is communication?
- The importance of vocabulary and symbols
- Other means of expression used to communicate
- Main barriers to communication

Delivering the Session

- Opening the session

Conducting the Session

- Ending the course
- How the group sees you
- Training logistics
- Handling difficult delegates

EXTRA NOTES

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