

TRAIN THE TRAINER TRAINING

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COURSE LENGTH: 3.0 DAYS

This highly effective Train the Trainer Course is designed for individuals in New Zealand who need to develop the training skills and confidence to teach adults in the workplace. This interactive training event is tailored to your specific requirements, which assures that the course can be directly applied to your workplace training requirements.

In the PD Training Train the Trainer course you'll learn essential skills like how to create and teach from a session plan, how to create effective and engaging presentations, how to develop and administer assessment tools, understanding the various types of personality types and their learning styles and much more. Participants also have the opportunity to deliver a "live" training session and receive feedback from the group.

These fun, high-energy training courses are delivered by experienced professionals throughout New Zealand, including Auckland, Christchurch and Wellington.

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TRAIN THE TRAINER TRAINING COURSE OUTLINE

FOREWORD

This high impact, high intensity train-the-trainer course is designed for workplaces that need professional trainers who who can develop and deliver professional and engaging presentations as soon as possible.

This is not a box ticking exercise for passing assessments, this course is designed for people who want to deliver training and skills development to adults in today's professional workplaces.

This **Train the Trainer** Training Program is designed to benefit employees who are being asked to design and/or deliver training in the workplace. Participants learn about the learning needs of adults, planning and developing different types of training, delivering and assessing the success of the training and much more.

OUTCOMES

After completing the course participants will have learned to:

- ▶ Design a training course targeted for adult learners
- ▶ Plan the delivery of a course by ensuring that all the key elements of effective training are present
- ▶ Learn how to communicate one's message effectively
- ▶ Develop techniques to overcome barriers to learning
- ▶ Prepare and deliver a training session
- ▶ Learn to construct assessments to validate the learning
- ▶ Gain techniques for providing encouragement and coaching during the training process
- ▶ Create post-course evaluation forms
- ▶ Evaluate their peers and also receive feedback from them during class
- ▶ Be provided, upon request, a filmed DVD of each participants in-class presentation

MODULES

Lesson 1: Getting Started

- ▶ Welcome
- ▶ Workshop Objectives
- ▶ Expectations
- ▶ What are your expectations of today?
- ▶ Getting Off on the Right Foot
- ▶ Ground Rules
- ▶ Characteristics of a Trainer
- ▶ Reflection

Lesson 2: Your Personality Style and Training

- ▶ LDP Review
- ▶ Comprehensive Training Guidance
- ▶ Reflection

Lesson 3: The Fundamentals of Training

- ▶ Three Pillars of Learning
- ▶ Effective Workplace Training
- ▶ Identifying Participants' Needs
- ▶ Accelerated Adult Learning
- ▶ Instructional Methods
- ▶ Reflection

Lesson 4: Learning Preferences

- ▶ One Learning Preference Doesn't Fit All
- ▶ What's my Learning Preference?
- ▶ Reflection

Lesson 5: How to Plan and Structure your Training

- ▶ Session Planning
- ▶ Course Structure
- ▶ Introduction Session
- ▶ Organising the Content
- ▶ How to Develop a Session Plan
- ▶ Reflection

Lesson 6: Creating Your Lesson Plan

- ▶ Introduction
- ▶ Main Content - Body
- ▶ Conclusion
- ▶ Reflection

Lesson 7: Assess the Learning

- ▶ Assessment and Evaluation
- ▶ Functions of Assessment
- ▶ Tools
- ▶ Reflection

Lesson 8: Verbal Communication Skills

- ▶ Para-Verbal Communication Skills
- ▶ Reflection

Lesson 9: Effective Listening

- ▶ Listening vs Hearing
- ▶ Reflection

Lesson 10: Non-Verbal Communication Skills

- ▶ Understanding Body Language?
- ▶ How to Read Body Language
- ▶ How to Project Positive Body Language
- ▶ Reflection

Lesson 11: Asking Good Questions

- ▶ Questioning Styles
- ▶ Questioning Techniques
- ▶ Reflection

Lesson 12: Choosing Activities

- ▶ Types of Activities
- ▶ Choosing the Right Activities
- ▶ Reflection

Lesson 13: Preparing the Workshop

- ▶ Materials Needed for a Running a Course
- ▶ Setting Up the Physical Location
- ▶ Reflection

Lesson 14: Delivery Tips and Trick

- ▶ Build Presentation Mechanics
- ▶ Training Aids
- ▶ Delivery Tips:
- ▶ Reflection

Lesson 15: How to Manage Challenging Situations and Personalities

- ▶ Barriers to Learning
- ▶ Self-Control
- ▶ 8 Tough Personas in a Group Training
- ▶ Lead by Example
- ▶ Handling Challenging Situations and Interruptions
- ▶ Reflection

Lesson 16: Feedback

- ▶ Principles of Feedback
- ▶ Types of Feedback
- ▶ Feedback Delivery Tools
- ▶ Feedback Using the SBI model
- ▶ Reflection

Lesson 17: Reflections

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)