

*For existing and potential trainers, and all those who carry out any type of training.*

# **Training the Trainer – 1 day Intensive**

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## **Course Objectives**

To enable delegates to:

- Understand training needs and the trainers' role
- Be aware of the psychology of training and the transference of skills
- Develop training skills and a structured plan that achieves objectives
- Develop presentation skills that achieve objectives
- Adopt a style which encourages the trainees to consider and participate

## **Key Topics:**

- Five phases of the Learning Cycle
- Objectives – SMART goals
- Delivering **effective** training
- Improvement of the planning and structuring of training
- Communication
- Evaluation of training
- Participative techniques

## **Delivery Method**

A planned mix of tutor and delegate input developing practical and practised training methods.

A combination of 25% theory and 75% practice – a busy but enjoyable day!

A short training session will be delivered within the course and evaluation and critiques of these will be carried out.

### **Important Note:**

**Delegates should produce a short training session before the day, which should be planned to last approx. 15 minutes and should have objectives and an end goal. This will be delivered to the rest of the delegates, using any resources (including power point), which are required to achieve the aims of the session.**

**An evaluation and critique of this will be carried out by both tutor and other attendees, enabling the trainer to take home a breakdown of how they can build on their strengths and improve their weak points.**

**Please note that this is a mandatory part of this 1-day intensive course.**