

## **Train the Trainer**

Whether you need to develop your own training team or are looking to upskill other people across your business, it's important to ensure your Trainers have the right skills and confidence to deliver value-adding training. We help your people to deliver structured training sessions with finely tuned objectives that deliver demonstrable results. They will also learn how to adapt their delivery style and put their new knowledge into practice, receiving balanced feedback to support their ongoing development.

### **What will you learn?**

- ⇒ Best practice when training and facilitating.
- ⇒ The steps involved when planning a training session.
- ⇒ The principles of training design.
- ⇒ New ideas and techniques to implement into your training sessions.
- ⇒ How to effectively work with challenging participants and resolve potential conflict.
- ⇒ Adapt your approach to connect with different styles of learning.
- ⇒ Understand how to effectively manage your time when delivering and facilitating.
- ⇒ Evaluating the return on investment following delivery of training.
- ⇒ Demonstrate learning through practical application.
- ⇒ Create a positive plan of action to embed learning.

### **What will you cover?**

- ⇒ The power of exceptional training
- ⇒ Training and facilitating: the difference
- ⇒ Conducting training needs analysis
- ⇒ Planning your session
- ⇒ Beginning design
- ⇒ Effective learning materials and resources
- ⇒ Questioning and listening skills
- ⇒ Delivery tips and techniques
- ⇒ Facilitation skills
- ⇒ Learning styles
- ⇒ Working with challenging participants
- ⇒ Time management in training
- ⇒ Application of learning to work-based training scenarios
- ⇒ The principles of evaluation
- ⇒ Action planning

### **Who is it for?**

Anyone responsible for designing and delivering training in their role, or for those wishing to cement on-the-job experience with a solid grounding of training principles.

### **How long will it take?**

Two days