

## Training Skills for Trainers

### INTRODUCTION

This course is designed for Training Officers or Managers who have to deliver training sessions, as part of their job role. The course will develop a range of participative techniques to increase confidence by equipping them with the skills to deliver effective sessions

### COURSE OBJECTIVES

*By the end of the course, delegates will have:*

- **Recognised** the importance of personal impact, rapport building and professionalism when presenting programmes
- **Set** training objectives and determined the appropriate strategy to meet them
- **Demonstrated** their understanding of the ways in which people learn and chosen the appropriate learning method and style
- **Used** appropriate visual aids to support the learning process
- **Planned** and sequenced a training event to optimise learning and ensure continuing interest from the delegates
- **Creating** a responsive learning environment through the use of highly developed questioning and listening skills
- **Used** analogies, their own experiences and those of the delegates to emphasize and illustrate learning
- **Used** participative learning techniques through the use of discussion leading and the management of focused learning
- **Identified** a range of techniques for creating the opportunities for interaction and learning by doing
- **Demonstrated** the skills of observation and feedback
- **Discussed** and agreed the most effective way of planning the event

**COURSE DURATION:** 2 Day Course

[www.oaktree-training.co.uk](http://www.oaktree-training.co.uk)

### COURSE CONTENTS

#### Introduction to Training

What is training?  
The distinction between training and learning  
The skills that professional trainers need

#### Designing a Training Course

How people learn  
Setting learning objectives  
Deciding on the structure

#### Planning and Preparing for a Training Session

Sources of material  
Choosing an appropriate learning method and style  
Creating the right balance between listening and doing  
Trainer's notes

#### Planning and Preparing for a Training Session, continued

Deciding on and preparing visual aids  
Designing and using learning experiences (case studies, questionnaires, group exercises, role play, games, etc.)  
Practical exercise in preparing a short session

#### Presenting a Professional Image

Posture  
Body Language  
Eye contact  
Qualities of the effective voice  
Improving articulation  
Achieving vocal variety

#### Presenting Information

Setting objectives  
Structuring the presentation  
Getting and maintaining interest

#### The Skills of Training

Communication  
The importance of the voice and body language  
Questioning and drawing out  
Active listening

#### Running a Training Session

Creating rapport  
Gaining participation and involvement  
Managing syndicate, individual and group activities  
Observing and giving feedback  
Dealing with difficult trainees

#### Skill Practice

Each participant to run a 20 minute interactive training session on a subject relevant to the training role. Audience and tutor feedback – CCTV

#### Planning the Training Event

Sending out invitations  
Choosing a suitable venue  
Room layout  
Preparing hand outs  
Getting the materials together

#### Personal Development Action Plans

