

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

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

www.oaktree-training.co.uk

