

# Train the Trainer (2 day course)

## Description

This two-day train the trainer course has been designed to empower managers to assist and guide their team to their stated targets and beyond. Training, coaching and mentoring are all vital components in the make-up of a good manager and this course defines a structure and delivery style to a training programme that is going to be effective.

## This course suits

Any manager or potential trainer wishing to gain skills in training, coaching and mentoring.

## What the delegates will gain from the course

### Day 1

- Understand how successful training meets its objectives
- Understand how learners gain from the training process
- Enable the delegates to develop and prepare for training delivery
- Enable the delegates complete an assignment

### Day 2

- Build on the learning gained from the assignment
- Increase the knowledge and skills of delegates by reference to more advanced activities
- Practice the delivery of a programme
- Widen the scope of knowledge of training opportunities

## Timetable

### DAY 1 UNDERSTANDING THE TRAINING SERVICE

- 09:30 - 10:00 Coffee & Course Objectives
- 10:00 - 10:30 The Training Process (What is Training? Key principles. The major steps in the process)
- 10:30 - 11:15 Understanding Learning (How do people learn? Why do they learn? What attracts learners? Benefits and barriers to learning.)
- 11.30 - 13.00 Key Skills for Successful Trainers (Knowledge, Communication, Methods ,Styles, Group dynamics)
- 13:00 - 14:00 Lunch
- 14:00 - 15:00 Developing a Training Programme (The clients needs, programme objectives, the shape of the programme, content, and tools required)
- 15:00 - 16:00 Practice Makes Perfect (Participants develop and prepare to present a short programme)
- 16:00 - 16:30 Discussion & Questions: Next steps  
Assignment Preparation - Prepare and deliver a programme with peer assessment

### DAY 2 - DEVELOPING TRAINING EXPERTISE

- 09:30 - 10:15 Introduction - Review Course Objectives (Questions and Discussion)
- 10:15 - 10:45 Feedback from the Assignment
- 10:45 - 11:45 Developing the Training Cycle (Training Needs Analysis, Design, Delivery and Evaluation)
- 11:15 - 11:30 The Use of Evaluation (Designing, obtaining and reading the evaluation)
- 11:30 - 13:00 Raising Performance Standards (Understanding training competences, matching business objectives, focus on the key elements, seeing and responding to participants needs as it happens, use of case studies and worked examples. Self-assessment and setting standards process).
- 13:00 - 14:00 Lunch Break
- 14:00 - 15:30 Prepare and Deliver a Training Experience (Participants practice)
- 15:30 - 16:30 Other Training Experiences: Coaching and Mentoring (Consider training and learning methods. Matching delivery system to need. Examine Coaching and Mentoring)
- 16:30 Summary and Action Plans Agreed

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