

Train the Trainer Workshop

A one-day Workshop for people who need to train others

Workshop Aim:



"To enable participants to design and deliver a one-to-one or group training session using appropriate learning styles and trainer techniques to ensure the effective transfer of skills and knowledge to the learner."

On this workshop, we will introduce you to the concept of learning, and how to prepare for and deliver effective training sessions. The workshop style is informal and supportive with the emphasis on participation in a safe environment. You will be encouraged to practice your newly acquired training skills during the workshop in delivering a work or non-work based training session of your choice.

Designed for:

This programme has been designed to be applicable to members of staff, managers and non-managers alike, who have a responsibility to train others in the workplace in either a one-to-one or group situation. Whilst they may know all about the topic they are required to train others in, we would not expect them to have had much in the way of formal training in how to structure, design and deliver work-based training sessions. It is therefore likely that those attending recognise this skill to be a personal development need or that they wish to learn some professional tips and techniques in order to improve sessions delivered.

Workshop style:

The style of the programme is highly participative. It starts before the workshop when participants will be expected to think about a training session they would like or need to deliver and to carry out some preparation. On the workshop, participants will be, with tutor guidance, actively engaged in designing their training session during the morning session. This will be done in a step-by-step approach to build confidence. In the afternoon, participants will be expected to go 'live' with their training sessions - of approximately 10 minutes. The sessions will be carried out in small groups, with feedback from 'learners' and the workshop tutor.

Workshop content:

- ✓ Introductions and objectives for the workshop;
- ✓ Exploring why people learn and how to use this information to get people 'excited' about learning;
- ✓ Analysing how people learn using Kolb's Learning Cycle;
- ✓ Identifying participant's own preferred Learning Style;
- ✓ Considering the implications on the design of work-based training sessions from the information provided from the completion of Learning Styles questionnaires;
- ✓ Identifying situations/symptoms which occur in the workplace which indicate that there may be a training/development requirement;
- ✓ Designing a training session - setting objectives and planning the possible content;
- ✓ Building performance checks into training sessions;
- ✓ Use training resources such as cue cards, powerpoint, flipcharts and handouts appropriately;
- ✓ Identifying tips and techniques for a professional performance;
- ✓ Delivering training materials using the appropriate verbal and non-verbal skills to engage your audience;
- ✓ Preparing a training session;
- ✓ Delivering a 10 minute training session on either a one-to-one or group basis with feedback;
- ✓ Reviewing the learning points from the workshop;
- ✓ Completing a Personal Action Plan to put the learning points from the workshop into practice on return to the workplace.