



## **Train the Trainer**

### **Course Overview**

Training is essentially about helping people to learn. It can be a rewarding experience for both the trainer and the learners, but much depends on the skills of the trainer. This practical 2 day course covers the skills and knowledge needed to design and delivery training sessions that are enjoyable and have the desired impact on work performance.

### **Who should attend**

Anyone who delivers workplace training sessions or inductions. (More in depth courses are available for those with a broader training remit.)

### **Course Objectives**

By the end of the course participants will be able to:

- Design and deliver training sessions to meet identified needs and objectives
- Apply the key principles of learning to the design and delivery of training
- Create a positive learning climate through the use of various strategies
- Use questioning techniques to encourage participation
- Give constructive feedback that promotes learning and builds confidence
- Deal effectively with difficult situations and individuals
- Evaluate training through different methods and maximise transfer of learning

### **Course Content**

- Training in the work context
- Overview of the systematic training cycle and what happens at each stage
- Key principles of how and why adults learn

- The importance of having clear objectives and how to set them
- How to structure a well balanced training session
- Using questions, visual aids and body language to facilitate learning
- How to design and run group activities successfully
- Techniques for building rapport with groups and individuals
- How to keep learners interested and maintain momentum
- Understanding group behaviour and how to deal with difficult situations and individuals
- Evaluation methods and maximising transfer of learning to the workplace
- Delivery of pre-prepared training sessions followed by review and feedback
- Personal action notes

## Reviews

*“Thanks for a great experience. Great fun – very enjoyable and learned a lot.”*  
*KT, Fife Council*

*“Margaret was an excellent teacher. She always managed to pull out the best in everyone. Really enjoyed the course.”*  
*RM, Fife Council*

*“Excellent course delivered superbly by Margaret. Found myself enjoying the whole course in spite of initial misgivings about attending.”*  
*RH, Fife Council*

*“Very enjoyable, useful course. I think we could have gone on for at least one more day!”*  
*FC, Heil Europe*

*“Content very relevant and very well delivered. Trainer very helpful and approachable. Very high quality handouts. Loved the flip chart activities.”*  
*SK, Chiene & Tait*

*“Well prepared, excellent course, I would recommend.”*  
*MJ, NHS Scotland*

*“The trainer was very effective in holding everyone’s attention and making the subject matter fun and interesting. Trainer’s humour was a definite plus and helped the group to mesh and feel comfortable.”*  
*EW, General Teaching Council for Scotland*

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