Train The Trainer

Course Overview

Training is essential to the achievements of the organisation. It contributes to the ongoing development and growth of employees which can then increase employee engagement. The acquisition and development of new skills is important for everyone in the organisation.

But great training sessions don't just happen – they need a lot of preparation. Likewise, great trainers don't just happen either. Become a great adult educator isn't always easy, and success isn't just for the naturally gifted. By putting effort into our personal growth and skill development anyone can become a great trainer.

Program Format

This is 1-day program that can be delivered face-to-face or virtually.

Course Objectives

At the end of this course, the participants should be able to:

- Explain the importance of adult learning principles.
- Identify the impact of primary sensory receivers, and learning styles in adult learning situations and outcomes.
- Use Bloom's taxonomy to build observable learning outcomes.
- Effectively utilise tools and techniques to enable congruence of design, delivery, and evaluation of learner-centered training.
- Improve productivity via systematic planning, design, implementation, and evaluation of training.
- Engage effective presentation skills to deliver training courses.
- Tailor facilitation strategies to a range of audience styles.

Priority Management Australia
1300 187 203
admin@prioritymanagement.com.au
www.prioritymanagement.com.au

Course Outline

Effective Presentations
- 6 steps for effective presentations.
- Understanding your audience.
- Using support materials and visual aids.
- Managing distracting habits

Preparing For Your Presentation
- Checklists for ensuring you have everything you need.

Presenting With Confidence
- Managing participant behaviours
- Managing your own behaviour
- Presenting to different audience needs
    - High level information seekers
    - Detailed information seekers
    - People who want to get right to it
    - People who want to connect first
- Responding to questions effectively.
    - Relying on andragogy and pedagogy to know how much information to give.

Creating Your Presentation
- Time to put your presentation together.

The Importance Of Training
- What is the purpose of training?
- The benefits of training to the employee and the organisation.
- The competencies of great trainers.
- Pedagogical versus andragogical approaches to training.

The Principles Of Adult Learning
- Look at the nine principles of adult learning
- Sensory receivers and the VAK learning modalities.
- Kolb's learning cycle.
- The use of blended learning in successful training.

Designing Training Programs
- Conducting a needs analysis to identify skill gaps
- Using the ADDIE model and the Kirpatrick model of evaluation
- Creating effective session plans

The Trainer's Toolbox
- Games, icebreakers, energisers, and more.
- Ensuring your purpose and timing support your learning outcomes.