

Train the Trainer Training Design & Delivery

Description: Would you like to improve the effectiveness of the training you provide? Or are you moving into a training role for the first time? You will want to provide training that is **engaging, memorable** and **effective in improving performance**.

This course provides an opportunity to develop and improve your training skills in a **challenging, supportive** and **inspiring** environment

Audience: People whose role involves design or delivery of training programmes.

Duration: 2 Days

Before: BEFORE THE TRAINING:

Learners decide on a topic on which they can train others during a 10-minute practice session.

During the Session: Learners are shown ideas, methods and techniques for designing and delivering training. Throughout the course, they will be challenged to find ways to apply these to the training they will be carrying out on the job. They will practice training in a series of mock sessions.

Benefits:

- ✧ Creative ideas for your own training programmes
- ✧ Draft lesson plans
- ✧ Increased confidence in conducting training
- ✧ Techniques for maximising participation and learning
- ✧ Tools for measuring the effectiveness of training
- ✧ An action plan for applying your learning



Train the Trainer

Training Design & Delivery

Content:

UNDERSTANDING LEARNING

Stages of learning
The learning curve
Creating the right physical environment
Creating the right psychological environment
Types of learner

TRAINING DESIGN

Learning objectives
Knowing your learners
Creating a lesson plan
Compiling training materials

MAXIMISING PARTICIPATION AND LEARNING

Involving the learner
Encouraging questions
Ensuring training is relevant
Techniques for delivering “dry” topics
Reinforcing learning
Training activities that involve the learner—Group work, Case study, Role-play, Discussion, Problem solving, Independent learning

CONDUCTING TRAINING SESSIONS

Group training and one-to-one training
Effective use of visual and training aids
Giving clear explanations
Encouraging and dealing with questions
Maintaining focus and energy levels
Giving and receiving feedback
Learner behaviour—learners, vacationers & prisoners, negativity & cynicism, dominating, rambling, inattention

TRAINING EVALUATION

Kirkpatrick’s four levels of evaluation
Measuring performance at all four levels
Course improvement

AFTER THE SESSION

Participants can view recordings of their practice sessions again and use them, in conjunction with their handouts, to develop and improve their training design and delivery. Follow-on coaching sessions are also available if required.



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