Train the Trainer Series 1 (TOT): Successful Tools from Design to Delivery

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Introduction:

Trainers are the centerpiece of a memorable and successful training session. This course aims at providing trainers with the knowledge and skills required to design and deliver their training sessions. A trainer's journey on this course begins with an understanding of how adults learn and covers various learning styles, skills of trainers, various learning methods, activities and exercises, the designing of training programs and ends with the delivery of training.

Who Should Attend?

Training & Development Managers, Training Controllers & Administrators, Training & Development Coordinators, Training Managers' Secretaries, Training Assistants, Training Officers, HR Specialists, Generalists & Personnel, Line Managers, Capability and Development Officials, Senior Executive Capability and Development, Section Heads, Succession Planers, Talent Managers, Training Officers, Senior Training Officers, Team Leaders, Superintendents, Senior Training Administrators, those responsible for people development, Administrators, HR trainees, and Supervisors who are involved with training and development.

Course Objectives:

By the end of this course delegates will be able to:

- List various adult learning principles and their implications on the delivery of training
- Identify and develop skills required in successful trainers

- Examine training methods and determine the most appropriate one for their training courses

- Write specific Instructional Learning Objectives (ILOs)

- Apply training models in the design and delivery of training programs

- Develop blueprints for training sessions

- Plan and deliver a training session relevant to their areas of expertise

Course Outline:

Adult Learning & Learning Styles

- Assumptions and principles of adult learning

- Adult learning assumptions

- Characteristics of the adult learner

- What we know about adult learning

- Adults motivation to learn

- Learning styles and their importance

- Audience analysis

- Research findings about learning

- Implications for the trainer and the learner

Characteristics of Successful Trainers

- Roles of a trainer

- What makes a good trainer?

- Your image

- Asking the right questions

- Building rapport with participants

- Your listening skills

- Facilitation skills

- Dos and don'ts of successful trainers

- Common facilitation techniques

- Your role as a facilitator

- The assertive or the aggressive trainer?

- Types of trainers

Training Methods, Activities & Exercises

- From brainstorming to case studies

- Advantages and disadvantages of different methods

- Guidelines for choosing a training method

- Types of interactive activities

- General guidelines on developing activities

- The element of creativity

- Examples of icebreakers, energizers and review activities

Designing Training Programs

- Characteristics of an effective training program

- Importance of Instructional Learning Objectives (ILOs)

- Main elements of program design

- The 'ROPES' model

- A 5 step model for creating terrific training sessions

- Preparing an outline for a training session

- Skeleton of a key point

- Developing your opening

- Tips for a memorable ending

- Blueprint for a training session

Presenting & Delivering Effective Training

- Tools available to trainers

- Training facility set-up

- Control of body language

- Ways to get attention and maintain interest: the main Tabascos

- Coping with problem participants

- Delivery and critique of training sessions