BTS
Training & Consultancy

The 10-Day Train the Trainer Program

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The 10-Day Train the Trainer Program

Introduction:

Studies suggest that retention of information in a typical training can be less than 10%. After 30 days, 80% more is lost if not reviewed. That's less than 2% retention after a month following training. What if employees could retain up to 90% of your training content, with less time and less effort? This program gives you access to practical tools, strategies, and techniques that will make your training dynamic, engaging, and effective. We show you how to optimize your training environment and training programs to achieve outstanding learning results.

The Train the Trainer program will increase your confidence in this arena by a thousand-fold. You'll be shocked at what you can do once you've been properly educated in the intricacies of this field. This course is also extremely valuable for anyone in oil & gas, petrochemicals, sales, networking or any business where you are required to give presentations to large groups or interact one-on-one. Train the Trainer will change your life personally, professionally, and financially.

Who Should Attend?

Executives, Managers, Supervisors, Team Leaders, Superintendents, Financial Officers and Controllers, Process Managers, Strategic Planning Managers, Key Personnel, Champions, Officers, Management Professionals, Coordinators, Organizational Leaders who make key business decision, Front-Line Supervisors, Project Managers, Human Resources Professionals, Directors.

Course Objectives:

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

- Build comfortable rapport with the candidates and get buy-in from the beginning

- Deliver content logically and simply in a brain-friendly fashion

- Orchestrate the optimum environment for your training

- Engage the audience in multi-faceted, ingenious ways to facilitate learning

- Use and combine compelling audio & visual aids to utilize more senses

- Choose creative and stimulating delivery formats for "dry," technical material

- Facilitate partner and group activities applicable to learning goals

- Transfer information from short-term to long-term memory

- Plan and design a seamless, multi-sensory training that will have lasting impact

- Apply accelerated learning strategies for results-boosting, super-charged training

- Promote learner participation and involvement by using effective questioning techniques in a training session

- Evaluate personal training strengths and areas to work on

- Define the factors that promote learning

- Apply the concepts of NLP and Accelerated Learning in training

- Understand the difference between training and presenting information

- Use recognized success measures to assess effective learning

- Define effective feedback

Course Outline:

Understanding How Adults Really Learn

- Introduction to Accelerated Learning (AL) methodology
- The instructor-cantered versus the participant-centered approach to learning
- How traditional training tends to stifle real learning

Different Learning Styles and How to Accommodate Them

- The different needs of visual, auditory and kinesthetic learners
- VAKI principle, training strategies for each type
- How to reach all learning modalities when conducting training

Engagement Strategies for Enhanced Learning

- Keeping your participants alert, engaged, open and relaxed
- Using rapport-building techniques with success
- Using activities and games to reinforce the learning
- Implementing a variety of learning exercises

Energizing Computer-Based Training

- Inherent problems with computer-based training and what to do about them
- Creative strategies for revitalizing technical training
- How to make computer-based training practical for all learning styles
- Games and activities that will make the learning process more effective
- Special room set-up allowing for a flexible and fluid training environment

Taking on E-Learning

- Advantages and disadvantages with e-learning
- Synchronous versus Asynchronous e-learning

- Why Blended Learning is the ideal solution

- The 4 secret pillars of e-learning

Combining Media to Make an Impact

- Avoiding "death by power point". Use simple methods to create compelling visuals—what to include and what to leave out

- Do's and don'ts of PowerPoint

- Using brain-compatible flip-chart techniques that increase peripheral learning by up to 80%

- Creating great flip-charts

- Using music to enhance learning

- Engaging the image-brain for rapid memorization

Presenting Information for Optimum Comprehension and Recall

- Why "data dumping" is severely counter-productive

- Various techniques to reinforce memorization and "lock in" new content

- How peripherals can significantly increase learning

- HOT Tips for your trainer toolbox

4 Key Presentation Strategies

- 3 step power formula for providing a global understanding of the material presented

- How to "chunk" information for easy assimilation

- "Signal phrases" and how to use them

- How to revisit content in multiple ways and why it's so important

- What to do when there's not enough time to deliver all the material

Handling "Difficult" Candidates with Ease

- Techniques for effectively dealing with the most common types

- Prevention steps to avoid the encounter in the first place

Listening Skills

- 2 common myths
- 3 levels of listening
- How to encourage "active listening"
- 10 tips to becoming a better listener

How to Field Questions

- Avoid 3 common mistakes when responding to questions
- When should you re-direct questions?
- 5 tips on fielding questions
- How to ensure equal "air-time" for everyone in the room

Facilitating Activities and Giving Clear Directions

- Taking off the hat of Subject Matter Expert and donning the hat of Facilitator
- How to give clear, to-the-point directions that get participants immediately engaged and on task

Brain-Compatible Training Techniques

- Brain facts
- Why you need to present information to both sides of the brain
- Brain energizers

Presentation Skills: Voice & Body Language

- Assessing your voice
- Strengthening your voice
- Using your voice for maximum impact
- Creating "stage presence:"

- Ensuring that your body language is congruent with your message

- Avoiding annoying gestures that detract from your message

- Learning to move with purpose

- Injecting energy and grace into your movements

- Including your audience

The Do's and Don'ts of Presenting

- How you look

- How you sound

- What you say

- Practical tips

Opening a Training Session

- How to build "instant" rapport with participants, melt resistance, and get buy-in from the beginning

- Overcoming learning barriers

- Creative ways to open a training session

- Setting ground rules and why they are important in participative training

Closing a Training Session

- Common mistakes to avoid

- Allowing reflection on the content to create a sense of "ownership"

- Wrap-up techniques and action plans to cement the commitment to continued learning and application

- If it's worth learning, it's worth celebrating—appropriate, memorable ways to conclude a course

Managing the Classroom/Training Room

- The number 1 factor affecting learning that most trainers don't even know about, and how to use it to boost comprehension and retention
- Directing the group's focus
- Helping ALL learners keep up with the pace of classroom instruction

Physical & Mental Energizers

- Use physical and mental energizers to:
- Recharge a group when the energy is waning
- Increase alertness and attention
- Transition to a new topic

How to Debrief an Activity

- Skillfully "draw out" the learning
- Making the intangible tangible
- Using a clear-cut model for effective debriefs
- Questions to use with any group

How to Give Feedback/Coaching

- Making feedback easy using a 5 step process
- 5 Deadly Mistakes Trainers Should Avoid
- Understanding what creates a negative training climate and shuts down learning

Creating an Optimum Training Environment

- How the environment impacts learning
- Elements of a positive, stimulating training environment
- 4 important factors for choosing a room, and what to do when you have no choice

- Bonus: A handy "Setting the Stage" check list

Needs Assessments and Surveys

- Gathering reliable data
- 6 assessment methods
- Writing a needs assessment survey
- One easy and quick way to conduct a needs assessment when there's not enough time or resources

Crafting Clear Training Objectives

- Blooms Taxonomy made simple
- Creating clear behavioral and competency-based training objectives
- Identifying objective statements under each of the three learning domains (cognitive, affective, psycho-motor)
- Ensuring module objectives and learning activities are aligned with overall course objectives

Instructional Design Strategies & Tools

- Accelerated Design Process—how to plan and develop effective, concise training modules that meet learning objectives
- The secret unveiled: The 4 phases of Accelerated learning training—high level overview
- Content versus Process—The Focus/Diffuse principle
- How to organize and sequence content in a logical, brain-friendly fashion
- Instructional design planning sheets and reference tools
- Guidelines for developing relevant learning activities and ensuring participants are involved in their learning