Train-The-Trainer

Certificate: Course Completion Certificate
Duration: 1 Day
Course Delivery: Classroom/ Virtual

Language: English

Credits: 8

Course Overview:

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of their job, you always want to be prepared. The participants will understand that training is a process where skills, knowledge, and attitudes are applied in a unique way.

Our Train-The-Trainer workshop will provide the participants the skills to help them deliver engaging and compelling workshops. Skills such as facilitating needs analyses, and managing tough topics will give your trainees what they require to become a trainer themselves.

Learning Objectives:

- Plan and organize professional presentations
- Develop your own natural and relaxed communication style
- Learn to sell your ideas with clarity and force that inspires others
- Create an open, inclusive and stimulating learning environment
- Approach challenges in a way that leads to victories and success for participants
- Coach and develop participants to empower them and lead them to continuous improvement

Prerequisites:

None

Course Materials:

Attendees will receive a course manual with presentation slides and reference materials.

Technical Requirements:

For eBooks:

Internet for downloading the eBook

Laptop, tablet, Smartphone, eReader (No Kindle)

Adobe DRM supported software (e.g. Digital Editions, Bluefire Reader)

eBook download and activation instructions

Agenda:

Module One: Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations for Each

Module Two: Gathering Materials

- Identifying Participant's Needs

- Reviewing the Materials
- Identifying and Resolving Gaps

Module Three: Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- A Take-Home Template

Module Four: Choosing Activities

- Types of Activities
- Creating a Tickle Trunk
- What To Do When Games Go Wrong

Module Five: Preparing for the Workshop

- Creating a Materials List
- Gathering Participant Information
- Setting up the Physical Location

Module Six: Getting off on the Right Foot

- Greeting Participants
- Being Prepared
- Using Icebreakers

Module Seven: Delivery Tips and Tricks

- Using Visual Aids
- Creating Supporting Materials

- Gauging When It's Time For A Break

Module Eight: Keeping it Interactive

- Encouraging Discussion
- Using Group Work
- The Power of Post-It Notes

Module Nine: Dealing with Difficult Participants

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions

Module Ten: Tackling Tough Topics

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues in the Workshop

Module Eleven: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Target Audience:

Anybody who is interested in learning Train-The-Trainer Skills.