

TRAIN THE TRAINER

2-day Course

“This programme is informal yet highly participative with active discussion, exchange of ideas, exercises, group work and practice sessions”.

WHO SHOULD ATTEND

Managers, Department Heads, Supervisors, Team Leaders, Trainers and others who are responsible for delivering theoretical information to groups of people through interactive training sessions.

COURSE OVERVIEW

- How people learn in groups – group dynamics
- How to write instructional objectives
- Structuring interactive training – introduction, development and consolidation
- Preparing for training delivery
- Designing visual aids and handouts
- Giving and obtaining feedback
- Increasing participation
- Using syndicates and exercises
- Delegate practice sessions

BENEFITS OF ATTENDING

- Analyse training activities and write objectives
- Plan accurate training sessions with support materials that reflect real industry practice
- Carry out group training sessions at a pace and level that maximise learning
- Encourage participation and control group dynamics
- Develop skills in training analysis and evaluation