



# Train the Trainer

## Aim

To equip participants with a range of skills and techniques to enable them to design, prepare, deliver and evaluate training sessions that meet desired learning outcomes.

## Objectives

By the end of this workshop participants will be able to:

- Describe the challenges that trainers face
- Build rapport quickly and effectively
- Secure their credibility appropriately
- Explain Kolb's Learning Cycle
- State the four Learning Styles and their impact on training design
- List the key skills for delivering training
- State learning objectives in behavioral terms
- Structure material to provide effective training sessions
- Deliver training that has variety, and is memorable, practical and relevant
- Measure the success of their training sessions

## Day One

### Overview of Programme

Aim & objectives

Introductions

Personal objectives

### Previous experience

What makes good training?

What makes a good trainer?

### The Learning Challenge

The seven things a trainer must do

### How adults learn

Kolb's learning cycle

Learning styles

Our response

### Trainer as presenter

Review of best practice

Effective communication

Attention to detail



## **Train the Trainer**

### **Preparation**

Assessing needs  
Learning outcomes  
Training objectives  
Lesson plans  
Visual aids

### **Evaluation**

Methods available  
Validation  
Measuring added value

## ***Day Two***

### **Review of Day One**

Personal learning  
Questions

### **Training techniques**

Building rapport  
Securing credibility  
Introductions  
Leading discussions  
Questioning techniques  
Managing exercises  
Giving feedback

### **Skills practice**

Individual presentations  
Feedback  
Fine tuning

### **Handling difficult situations**

Real examples  
Effective solutions

### **Conclusion**

Review of learning  
Next steps  
Support required  
Review of objectives  
Evaluation

**Maximum number of delegates: 10**

### **Comments From Past Delegate**

“I found the atmosphere was relaxed and supportive and the mixture of people provided new learning experiences.”

Hannah Cable Abcam, Development Scientist

### **Cost: 3 units**

To register please email our Training Co-ordinator on [registrations@thelearningcollaboration.com](mailto:registrations@thelearningcollaboration.com)