

TRAIN THE TRAINER (REF:OTSTTT001)

Course Objectives

Increase the individual's knowledge and skill levels with particular reference to improving confidence and efficient delivery of courses, whether new to training or experienced trainers.

Covers course presentation skills, course preparation, Tools and equipment, Administration and record requirements. Learning methods, teaching method and course management, will also be developed during the course. Improve the individuals understanding of effective communication, structure, formats and style.

Course Description

The course details and explains the key skills required by anyone required to train delegates whether in house staff or prepare and deliver commercial training courses.

Methods and techniques will also be demonstrated with regard increase clarity and effectiveness.

A variety of training methods are used on the course, including presentation, discussion, exercises, workshops and demonstrations.

Who Should Attend

Anyone who is expected to produce and deliver training whether new to training or experience trainer wishing to refresh and update their skills

Pre-Requisites

Should have a working knowledge of English.

Course Outcome

At the end of this course delegates a good understanding of, methods and techniques used and a good insight into how they can be applied in a work situation re the following areas.

- Teaching methods
- Effective presentation skills
- Requirements of course planning
- Materials requirements
- Course preparation
- Tools and Equipment
- Records and Administration.
- Understanding learning
- Effective course management
- Effective systems and communications.
- General and Special needs.

Train the Trainer Course Outline

Day 1

- Introduction
- The trainer
- Managing the course
- Delivery skills
- Communications skills

Presentation skills

- Presentation styles
- Confidence
- Public speaking and body language
- Delivery voice, tone, projection
- Timing
- Control

Course preparation

- Planning
- Course structure and format
- Schedule
- Notes and handouts
- Presentation materials, associated course materials



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Day 2

Understanding learning

- The Interest factor
- Engaging delegates, Involving individuals
- Feedback
- Motivation
- Level

Tools and Equipment

- Use of tools and equipment
- PowerPoint, Flip charts, Media

Requirements and Administration.

- Meeting criteria of establishment and governing bodies
- Procedural requirements
- Records and record trail requirements. Procedural requirements
- Information requirements specific to course and attendees.
- Meeting the assessment criteria

Day 3

Effective running of a course

- Introduction requirements and factors effecting training
- Inclusions
- Schedule, time span, schedule.
- Disability requirements
- Special needs and special equipment
- Complying with Health and safety issues
- Course summary and close

