TRAIN THE TRAINER TRAINING

Generate a group quote today OR Register now for the next public course date

COURSE LENGTH: 3.0 DAYS

This highly effective Train the Trainer Course in Australia is designed for individuals who need to develop the training skills and confidence to teach adults in the workplace. This 3-Day, interactive training event is tailored to your specific requirements, which assures that the course can be directly applied to your workplace training requirements.

In the PD Training Train the Trainer course you'll learn skills like how to create and teach from a session plan, how to create effective and engaging presentations, how to develop and administer assessment tools, understanding the various types of personality types and their learning styles and much more. Participants also have the opportunity to deliver a "live" training session and receive feedback from the group.

These fun, high-energy training courses are delivered by experienced training professionals throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Canberra, Adelaide and Perth.

Please click on the Public Class tab below to view our Train the Trainer Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.
TRAIN THE TRAINER TRAINING COURSE OUTLINE

FOREWORD
This high impact, high intensity train the trainer course in Australia is designed for individuals who need to hit the ground running and deliver professional training events in the workplace as soon as possible after course completion.

This is not a box ticking exercise for passing assessments, this is for people who want or need to develop the skills to train professionally in today's busy workplaces.

This 3-day Train the Trainer Training Program is designed to benefit employees who are being asked to design and/or deliver training in the workplace. Participants learn about the learning needs and personality types of adults, planning and developing different types of training, delivering and assessing the success of the training events and much more.

OUTCOMES

After completing this course participants will have learned:

Design a training course targeted for adult learners
Plan the delivery of a course by ensuring that all the key elements of effective training are present
Learn how to communicate one’s message effectively
Develop techniques to overcome barriers to learning
Prepare and deliver a training session
Learn to construct assessments to validate the learning
Gain techniques for providing encouragement and coaching during the training process
Create post-course evaluation forms
Evaluate their peers and also receive feedback from them during class
Be provided, upon request, a filmed DVD of each participant in class-presentation

MODULES

Lesson 1: Getting Started
Welcome
Workshop Objectives
Expectations
What are your expectations of today?
Getting Off on the Right Foot
Ground Rules
Characteristics of a Trainer
Reflection

Lesson 2: Your Personality Style and Training
LDP Review
Comprehensive Training Guidance
Reflection
Lesson 3: The Fundamentals of Training
Three Pillars of Learning
Effective Workplace Training
Identifying Participants’ Needs
Accelerated Adult Learning
Instructional Methods
Reflection

Lesson 4: Learning Preferences
One Learning Preference Doesn’t Fit All
What’s my Learning Preference?
Reflection

Lesson 5: How to Plan and Structure your Training
Session Planning
Course Structure
Introduction Session
Organising the Content
How to Develop a Session Plan
Reflection

Lesson 6: Creating Your Lesson Plan
Introduction
Main Content - Body
Conclusion
Reflection

Lesson 7: Assess the Learning
Assessment and Evaluation
Functions of Assessment
Tools
Reflection

Lesson 8: Verbal Communication Skills
Para-Verbal Communication Skills
Reflection

Lesson 9: Effective Listening
Listening vs Hearing
Reflection

Lesson 10: Non-Verbal Communication Skills
Understanding Body Language?
How to Read Body Language
How to Project Positive Body Language
Reflection

Lesson 11: Asking Good Questions
Questioning Styles
Questioning Techniques
Reflection

Lesson 12: Choosing Activities
Types of Activities
Choosing the Right Activities
Reflection

Lesson 13: Preparing the Workshop
Materials Needed for a Running a Course
Setting Up the Physical Location
Reflection

Lesson 14: Delivery Tips and Trick
Build Presentation Mechanics
Training Aids
Delivery Tips:
Reflection
Lesson 15: How to Manage Challenging Situations and Personalities

- Barriers to Learning
- Self-Control
- 8 Tough Personas in a Group Training
- Lead by Example
- Handling Challenging Situations and Interruptions
- Reflection

Lesson 16: Feedback

- Principles of Feedback
- Types of Feedback
- Feedback Delivery Tools
- Feedback Using the SBI model
- Reflection

Lesson 17: Reflections

WEB LINKS

- View this course online
- In-house Training Instant Quote
- Public Classes - Enrol Now!