

Train the Trainer

The need for skilled trainers continues to grow as our workforce meets the challenges of changing technology and information. Acquiring new knowledge and skills is critical to your job success and ongoing professional development.

Some workers may be able to walk onto a job and get their hands around it immediately, but for most new employees, training is necessary. That is why trainers are important! It is the trainer's job to ensure that employees have the knowledge, ability and confidence to tackle their new job.

It is important also to realise that any trainer needs two separate sets of skills and knowledge. First, they need to know the topic they are teaching (subject matter expertise). Second, they need to know how to transfer that information to their fellow employee (instructional expertise).

This workshop is designed to build on delegates' existing skills, in design and delivery of training programmes and introduce them to best practise methods of delivery and learning retention.

Subject areas to be included:

- ✦ **Defining the learning objectives and outcomes required including training needs analysis**
- ✦ **Design and delivery of the training programme**
- ✦ **Methods of deliver using visual, auditory and kinaesthetic techniques**
- ✦ **Ensuring learning retention using behavioural science methods such as Neuro Linguistic Programming, Emotional Intelligence and Psycho Cybernetics for motivation.**
- ✦ **Role play with two training exercises to test planning and implementation**
- ✦ **Monitoring and evaluating the success of the training**
- ✦ **Action plan for future development**

Great training leads to the following positive results:

- ✦ Employees perform their jobs with more confidence
- ✦ They learn more quickly
- ✦ They work more accurately
- ✦ They get along better with other employees
- ✦ They're more capable of training other employees
- ✦ They work better in teams
- ✦ Since things are easier for them at work, they have more job satisfaction; and they are more likely to stick with the job longer
- ✦ They are much more likely than other employees in the same position to master their job well enough to be promoted later

By using different techniques to meet the individual needs, trainers ensure that the proper message is conveyed to their listeners. The Train the Trainer Workshop is not a goal, it's a result. The goal is to become the best trainer you can be!

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1 Day Workshop

'The trainer was very interesting, helpful and the course was delivered in a fun and innovative way'

'Exceeded Expectations - Brilliant!'

'Very Practical. Insightful'