

Train the Trainer

Most of us will be called upon to train others at some point in our careers. The effectiveness of that training depends on how any knowledge or skill is transferred. This workshop develops both the skill and the knowledge that is required, in both the full time or occasional trainer. This workshop will cover the whole of the training process from the analysing of training needs through to delivery and evaluation.

Workshop Content:

- How and Why people learn.
 - Learning styles and how to use them.
 - Barriers to learning.
 - Effective Questioning.
 - Ensuring participant involvement.
 - Effective feedback.
 - Training needs analysis.
 - The structure of a training session.
 - Controlling your nerves.
 - Using visual aids.
 - Dealing with difficult delegates.
- **Practical sessions** (Delegates will conduct at least two practical sessions. These sessions can be either group or one-to-one, whichever is most appropriate)