

Train the Trainer

A one-day workshop training people to train

By the end of this workshop delegates will have the ability to design and deliver a one-to-one or group training session using appropriate learning styles and trainer techniques to ensure the effective transfer of skills and knowledge to the learner.

On this workshop HJA introduces the concept of learning and how to prepare for and deliver effective training sessions. The workshop style is informal and supportive with the emphasis on participation in a safe environment. You will be encouraged to practice your newly acquired training skills during the workshop in delivering a work or non-work based training session of your choice.

Who should attend?

This programme is applicable to members of staff, managers and non-managers alike, who have a responsibility to train others in the workplace in either a one-to-one or group situation. Whilst they may know the topic they are required to train others in, we would not expect them to have had much in the way of formal training in how to structure, design and deliver work-based training sessions. It is therefore likely that those attending recognise this skill to be a personal development need or that they wish to learn some professional tips and techniques in order to improve sessions delivered.

Workshop style

The style of the programme is highly participative and starts before the workshop when participants will be expected to think about a training session they would like or need to deliver and to carry out some preparation. During the workshop participants will be, with tutor guidance, actively engaged in designing their training session during the morning session. This will be done in a step-by-step approach to build confidence. In the afternoon, participants will be expected to go 'live' with their training sessions – of approximately 10 minutes. The sessions will be carried out in small groups, with feedback from 'learners' and the workshop tutor.

Workshop content

- Explore why people learn and how to use this information to get your colleagues 'excited' about learning
- Analyse how people learn using Kolb's Learning Cycle and identify your own preferred learning style
- Identify situations and symptoms which occur in your workplace which indicate that there may be a training/development requirement
- Design an effective training session - setting objectives, planning content and keeping it impactful
- Discover how to build performance checks into your training
- Learn how and when to use visual aids such as cue cards, powerpoint, flipcharts and handouts
- Identify tips and techniques for a more professional performance
- Identify how to deliver your training using the appropriate verbal and non-verbal skills to engage your colleagues
- Put into practice everything you have learnt with a 10 minute training session on either a one-to-one or group basis with feedback

What previous attendees have to say

- "I have benefited from the course – how to train new new staff"
- "I have learnt different ways to measure learning and understanding"
- "The workshop fully explained learning styles and gave advice on my training content"
- "I liked the role play for it is the same as in my actual job" **(Doesn't really make sense can we adapt it?)**

Book today

By investing in this workshop you will transform the effectiveness of your internal training. To book your place call **07860 700575**.