Train the Trainer Course

Duration

3 Days (08:30 - 16:00)

Objectives

Train the Trainer is a comprehensive course that looks at how to teach adults effectively. From mastering the skill of understanding the different methods of learning for adults to aligning your training sessions to meet those requirements.

Who should attend?

This course is aimed for an individual who is looking at facilitating the learning process in a training environment.

Prerequisite

None
Course Outline

Training Managers to Train

1. The case for Manager-Led training
   • Training benefits the organisation
   • Training benefits employees
   • Training new employees
   • Training is part of effective supervision
   • Managers routinely face situations requiring training
   • The ability to train makes a better manager

2. Where training and learning meet
   • Make change happen
   • Workplace change and the ongoing need for training
   • Three keys to adult learning
   • Training at the intersection of attitude and knowledge
   • Allowing for varied learning preferences
   • Respecting diversity in the workplace
   • The four steps of training

3. Define how the job should be done
   • Developing a position analysis
   • Activity 1: Develop a list of tasks
   • Activity 2: Define each task
   • Activity 3: Determine required quality levels
   • Activity 4: Design a job description
   • Uses for a job description

4. Plan the Training
   • The importance of planning
   • Activity 1: Determine training objectives
   • Activity 2: Develop a training plan
   • Involving employees in training
   • Choosing group or individual training
   • Activity 3: Design a training lesson
   • Collecting resource material
   • Activity 4: Select the trainer(s)
   • Activity 5: Prepare the trainee(s)
5. Present the training
   • Identifying training methods
   • Understanding on-the-job training
   • Making on-the-job training effective
   • Activity 1: Preparation
   • Activity 2: Presentation
   • Using visual aids
   • Activity 3: Demonstration
   • Activity 4: Follow-up

6. Evaluate the training
   • Principles of training evolution
   • Activity 1: Evaluate be measuring the results
   • Activity 2: Provide follow-up coaching
   • A final word

Training Methods

1. Using training methods: A Foundation
   • The foundation for using training methods
   • The learning cycle
   • Adult learning principles

2. Preparing and using training methods
   • Initial planning
   • Selecting training Methods
   • Adapting and writing exercises
   • Copyright law
   • Introduce, Conduct, and process training methods and activities
   • Tackling your timing
   • Evaluating methods and exercises
3. Seventeen training methods that work
   • Method 1: Structured warm-up activities
   • Method 2: The presentation
   • Method 3: Reading materials
   • Method 4: Demonstrations
   • Method 5: Video and Films
   • Method 6: Note-taking
   • Method 7: Discussions
   • Method 8: Questionnaires
   • Method 9: The fishbowl
   • Method 10: Case studies
   • Method 11: In-basket and card sorts
   • Method 12: Role plays
   • Method 13: Role playing a case study
   • Method 14: Games and other structured activities
   • Method 15: Clinics
   • Method 16: The critical incidents
   • Method 17: Structured closure activities

50 One Minute Tips

1. Determine the needs
   • Tip 1: Establish the time needed for training
   • Tip 2: Define learner outcomes
   • Tip 3: Keep your objectives in sequence
   • Tip 4: Identify the parts of your objective
   • Tip 5: Put the objectives in sequence
   • Tip 6: Identify training needs

2. Prepare the training manual
   • Tip 7: Write and easy-to-read training manual
   • Tip 8: Keep it simple

3. Understand how adults learn
   • Tip 9: Consider the basics
   • Tip 10: Understand adult learners' differences
   • Tip 11: Review your teaching methods
   • Tip 12: Deal with frustrated learners
   • Tip 13: Learning coping techniques
   • Tip 14: Handle problem participants
4. Prepare yourself for training
   - Tip 15: Examine your attitudes
   - Tip 16: Use a lesson plan
   - Tip 17: Practice makes professional
   - Tip 18: Improve your voice
   - Tip 19: Use eye contact
   - Tip 20: Become body aware
   - Tip 21: Project credibility
   - Tip 22: Think before you speak - Vocabulary
   - Tip 23: Ask questions
   - Tip 24: Respond to questions
   - Tip 25: Prepare this Ten-step checklist
   - Tip 26: Present from your notes
   - Tip 27: Practice, practice. Practice
   - Tip 28: Control your nervousness
   - Tip 29: Consider your personal characteristics
   - Tip 30: Apply characteristics of effective trainers

5. Organise your presentation
   - Tip 31: Plan your introduction
   - Tip 32: Plan the body of your presentation
   - Tip 33: Choose an ordering system
   - Tip 34: Plan the closing of your presentation

6. Deliver your presentation
   - Tip 35: Put the trainee at ease
   - Tip 36: Observe trainees' progress
   - Tip 37: Follow up as necessary
   - Tip 38: Use "Show and tell"
   - Tip 39: Involve the participants
   - Tip 40: Play games
   - Tip 41: use a variety of teaching methods

7. Arrange the room
   - Tip 42: Make the room arrangement learner friendly
   - Tip 43: Use this training room set-up form
8. Select a variety of media
   • Tip 44: Use a variety of training aids
   • Tip 45: Choose appropriate training aids
   • Tip 46: Use aids to support specific objectives
   • Tip 47: Organise your audio-visuals
   • Tip 48: Take care of personal items
   • Tip 49: Arrive one hour early
   • Tip 50: Put on a smile and have fun!
   • Developing a personal action plan

To check the course schedule, location, pricing and to book online please visit
http://www.multimediacentre.co.za/courses/train_the_trainer.php

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.