

# Train the Trainer

Bookings 020 7837 2690

www.premierit.com

<b>Course Duration: 2 days</b>	<b>Course Hours: 10am - 5pm</b>
<b>Pre-requisites:</b> Prior training/presentation experience or qualifications would be an added advantage but not essential. This course is ideal for new trainers or those with limited experience who wish to develop their delivery skills. Pre-course preparation - Delegates are required to prepare a 15-20 min test teach on a topic of their choice to deliver on the first day of training. This must be prepared before course attendance and any resources required must be requested in writing at least three days prior to the course date.	
<b>Objectives:</b> At the end of the course, the delegate will be able to: Plan and prepare a training course with the foundational theory of delegate participation and involvement • Understand the impact of trainer behaviour in the learning process • Set objectives that are clearly defined, task orientated and measurable • Apply different questioning techniques to evaluate learner's understanding levels and progress • Balance the needs of learners by understanding the various Learning Styles and how to deal with them appropriately • Use verbal and non-verbal communication appropriately and be aware of its varying impact • Plan, prepare, deliver and close a training course using a learner-centred approach	

<b>Preparing a Course</b> Objectives • Setting the stage • What is the event? • Where is the event? • What are the expectations? • Preparing delegates in advance • Preparing the trainer • How to plan a day's training • Technical preparation by trainer • Materials and props • Training room environment exercise • Training Needs Analysis • Example of a TNA • Learning styles and training • Learning styles exercise • Activist questions • Activist solutions • Reflector questions • Reflector solutions • Theorist questions • Theorist solutions • Pragmatist questions • Pragmatists solutions • Summary of preparing a course
<b>Introducing a Course</b> Objectives • Introducing a course exercise • Trainer behaviour • Eye contact • Trainer actions • Introduction to a training session • Objectives • The learning cycle • Purpose • Unconscious incompetence • Conscious incompetence • Conscious competence • Unconscious competence • Summary • Learning cycle questions • Summary of introducing a course
<b>Assessment Exercise</b> Pre-delivery preparation of the Test Teach must be done prior to course attendance • Resources required must be requested in writing at least three days before the course date • 15-20 minute test teach by each delegate plus 10 minutes feedback time • This assessment exercise will enable the trainer to assess your current skill level and manage your individual progress throughout the course by highlighting and focusing on the main skills gaps presented
<b>Delivery Techniques</b> Objectives • Reasons for training • Balancing the needs of everyone • The trainer • The delegates • Their managers • The organisation itself • Communication • Relating non-verbally • Body language • Making the training interesting • Questioning techniques • Testing questions • Teaching questions • Closed questions • Open questions • Placing questions • Handling answers • Dealing with questions • Questions to avoid • Training room behaviour • Handling behaviours • Solutions • Controlling delegates • Problem delegate exercise • Group control problems • Solutions • Group behaviour exercise • Making courses interesting • Summary of delivery techniques

*Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.*

*Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.*

*Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.*

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### Closing a Course

Objectives • Finishing a training session • Post-course support • Solutions • Helpline service information • Successful training • Purposes of training • Summary of closing a course

### Assessment Exercise

On the 2nd day, after you have been trained, you will be required to deliver another 15-20 min test teach on a new topic • This will help the trainer assess the progress you have made since your first delivery • The trainer will score this assessment and the results will determine whether the delegate has successfully completed the course or not

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