

Train the Trainers

'I never teach my students; I only attempt to provide the conditions in which they can learn.'

Albert Einstein

The Soft Skills Gap Do You Have One?

Just like humankind, trainers take all shapes and sizes. There are professional trainers, people who do a bit of training as part of their job, and people who get tossed into the classroom with little preparation or warning. This course will give all types of trainers tools to help them create and deliver exciting, engaging, compelling workshops that will keep their trainees coming back for more. This course will equip learners with tools and skills to design, evaluate & add fun to their training sessions as well as conducting them in way that suits all learning styles. Learners' training sessions will transform into multi-layered, interactive, completely efficient and energizing learning experiences for their participants.

Who this course is for

This course is intended for directors, managers, HR and personnel managers, department heads, team leaders or supervisors who wish to know the fundamentals for becoming a trainer; it is for new & experienced trainers to achieve more with their training.

By the end of this course, learners should be able to:

- Define training, facilitating, and presenting
- Understand how to identify participants' training needs
- Create a lesson plan that incorporates the range of learning preferences
- Create an active, engaging learning environment
- Develop visual aids and supporting materials
- Manage difficult participants and tough topics

Course Outlines

Topic 1: Understanding Training and Facilitation
Topic 2: Gathering Materials
Topic 3: Creating a Lesson Plan
Topic 4: Choosing Activities
Topic 5: Preparing for the Workshop
Topic 6: Getting off on the Right Foot
Topic 7: Delivery Tips and Tricks
Topic 8: Keeping it Interactive
Topic 9: Dealing with Difficult Participants
Topic 10: Tackling Tough Topics

Course Level

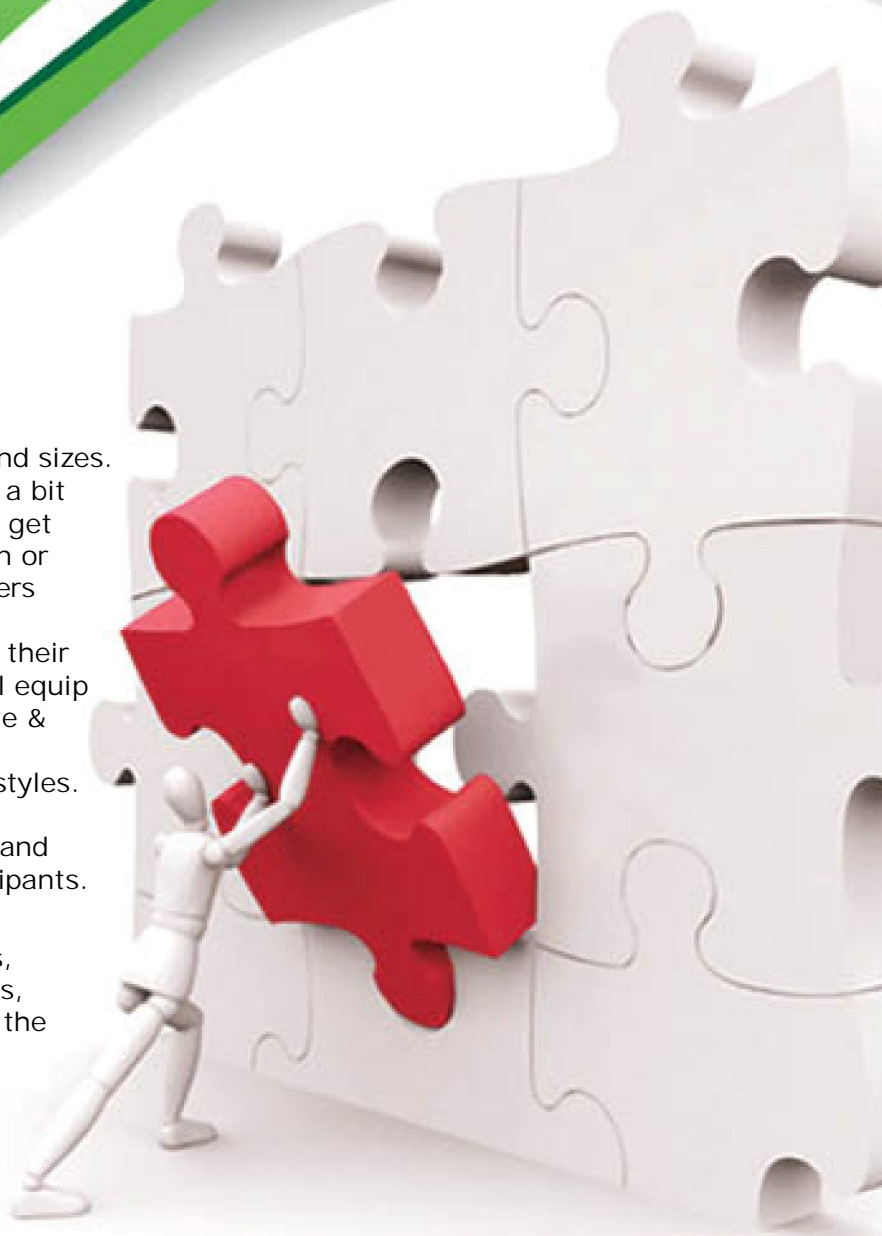
Course Hours

Available Learning Formats

Short Course

8 hours

Classroom & Blended
Distance & Online



NOTTING HILL
COLLEGE



SCHOOL OF Business