Train the Trainer

SmartStyle Training

Module One - Introduction
- What Makes a Good Training Course?
- Qualities of Effective Trainers
- Training or Coaching

Module Two - Planning & Preparation
- Training Needs Analysis
- Getting the Environment Right
- Anticipating & Avoiding Problems
- Continuous Development

Module Three - Methodology
- The Learning Cycle
- Setting SMART Learning Objectives
- Learning Styles
- How & Why Adults Learn
- Motivating the Self Learning Process
- Measuring Learning
- Preparing Lesson Plans

Module Four - Delivering Dynamic Training
- A Step by Step Approach
- Generating Rapport & Maintaining Interest
- Using Training Aids
- Participative Presenting

Module Five - Delivery Skills
- Identifying Learner Expectations
- Icebreakers & Energisers
- Balancing Telling & Doing
- Understanding Training Style Preferences
- Running "Hands On" Practical Sessions
- Facilitation Skills
- Questioning Techniques

Module Six - Effective Communication
- Using Your Voice for Maximum Impact
- Non-verbal Communication
- Module Seven - Disparate Skills & Experience
- Mixed Status
- Dealing with Luddites
- Managing Disruptive Behaviour

Duration: 2 Days

Price Per Delegate: £595
(Public Scheduled Course)

Price Per Course: £2,495
(On-Site at Customer Premises)

Suitable For:
Managers, Team Leaders or Trainers who are responsible for training and coaching on either a one-to-one basis or to small groups.

Learning Outcomes:
The course incorporates fundamental coaching and training techniques related to real life practical scenarios and explores learning styles, preparation for delivery and structuring lesson plans.

Course Preparation:
During the course, delegates will be required to demonstrate the skills they have learnt by delivering a number of short coaching and training sessions. In preparation for this, please consider the subject areas of the sessions you will deliver before attending this course.