

Train the Trainer

OBJECTIVES

Learn techniques required to become a trainer, learning about course preparation, delivery; question and answer sessions and finally feedback and evaluation of course content and methods used.

Duration: 2 Days

1. ADULT LEARNING

- Acknowledging Characteristics of Adult Learners
- Understanding Adult Learning Styles
- Comprehending Models for Adult Learning
- Preparing for a Class

2. PREPARING YOUR LESSON PLAN

- Chunking Information
- Using Icebreakers
- Deciding on Presentation Methods
- Using Examples and Analogies
- Using Humour/Visual Aids
- Using the Appropriate Visual Aid
- Dealing with Varying Skill Sets
- Refining Your Plan
- Creating a Learning Environment

3. DELIVERING THE CLASS

- Developing Communication Skills
- Using Your Body Effectively
- Building Rapport with Eye Contact
- Understanding Proxemics
- Developing Your Voice
- Watching Your Vocabulary
- Active Listening
- Barriers to Effective Communication
- Beginning the Training Session

4. OVERVIEW OF QUESTIONING

- Understand Questioning Techniques
- Answering Questions
- Presenting Concepts
- Managing Difficult Behaviours
- Ending the Training Session

5. FEEDBACK AND EVALUATION

- Overview of Feedback
- Types of Feedback
- Guidelines for Giving/Receiving Feedback
- Use Questioning Techniques to Elicit Feedback
- Encouraging Feedback
- End-of-Course Evaluations
- Performing Self-Feedback