



## **Train the Trainer**

### **Seminar Outline**

#### **► Overview:**

The training field is changing fast. New methodologies, new discoveries about the way adults learn, changing expectations from trainees and from your company are all factors that can influence the way of training. To get the practical platform skills and confidence you need to succeed, this powerful seminar puts the latest trends and techniques at your fingertips. Whether you've been training for a while or never stepped onto a platform before, this workshop will show you how to become a facilitator of learning, not just a presenter. You'll build confidence, engage your audience from the beginning and leave your trainees praising your training abilities. Thus it is not enough to train the workforce; you also have to train the trainer.

#### **► Objectives:**

The main learning objectives of this seminar are:

- Envision, think through, and create a plan of action to ensure an effective training program
- Infuse training programs with the six elements of training success
- Use training methods to reach a variety of learners
- Apply brain-friendly techniques to maximize understanding and retention
- Using an expansive toolkit, adjust techniques to meet the needs of different learning situations
- Encourage on-the-job application of knowledge and skills through practice and feedback
- Recognize the supportive training technologies and blended learning techniques available in the market today
- Overcome anxiety when delivering training

After completing this seminar, participants will benefit from:

- Boosting retention with the latest in adult and accelerated learning techniques
- Knowing the group's needs and adjusting your material to meet them
- Building your credibility and trusting with trainees and management
- Creating training that has the right flow from segment to segment
- Opening a workshop with confidence; closing it with a wrap-up that guarantees learning



### **► Who should attend:**

This seminar is best designed for:

- New Trainers
- A subject matter expert that needs to train others
- A trainer who is looking for new, updated, more effective approaches to learning
- Interested People

### **► Structure:**

12 hours to be carried out over 3 days including presentation, supporting documents, and interaction with highly experienced and qualified people from the field.

### **► Contents:**

This seminar covers:

- Introduction to Active Adult Learning
  - Describe How Adults Learn
  - Identify the Six Qualities of An Active Learning Program
  - Create an Opening Exercise to Achieve Team Building and On-the-Spot Assessment
  - Increase Learner Participation
- Assessment
  - Identify Information to Obtain in a Training Needs Assessment
  - Develop Questions to Use in a Training Needs Assessment
- Objectives
  - Develop Clear Training Objectives That Are Focused on Outcomes
  - Recognize Affective, Cognitive, and Behavioral Objectives
- Fulfilling Training Objectives
  - Plan a Training Module to Fulfill an Objective
  - Use a Variety of Training Methods and Formats
  - Recognize Behavioral Style Differences
- Introduction to Facilitating Presentations and Activities
  - Prepare to Present and Facilitate Your Own Training Segment
  - Prepare to Give and Receive Feedback on a Training Segment
- Opening Exercises
  - Select Opening Exercises to Meet Training Goals
  - Facilitate an Opening Exercise
- Brain-Friendly Lectures
  - Recognize Ways to Make Lectures More Effective
  - Conduct Lectures That Are Brain-Friendly
- Lecture Alternatives
  - Use Alternatives to Lecturing to Address a Specific Training Topic
  - Incorporate Lecture Alternatives into Training Programs



- Experiential Learning Activities
  - Select Experiential Learning Activities to Support Training Goals
  - Use Experiential Learning Activities to Meet Training Challenges
- Extending the Value of Training
  - Incorporate Learning Tools and Approaches into Training Programs
  - Select Approaches to Apply Learning Back on the Job
- Evaluating Training
  - Develop Interim and Final Evaluations
  - Differentiate the Four Levels of Evaluation
- Facilitating Presentations and Activities
  - Deliver a Prepared Training Segment
  - Provide Feedback to Others on Facilitation and Nonverbal Behavior
  - Incorporate Feedback into Future Training Efforts
- Closing Activities
  - Use Closing Activities for the Purpose of Reviewing, Self-Assessing, Application-Planning, and Celebrating the End of a Training Program
  - Summarize Key Learning and Actions from This Seminar
  - Conclude a Seminar in a Meaningful Way

Throughout the seminar there will be opportunities for questions, and where appropriate, case studies will be discussed.