

Duration

2 days

Suitable For

All employees responsible for delivering training sessions both formal and informal. The workshop focuses on both workshop design and impact of the trainer. This course aims to take the mystery out of the design and delivery of delegate centred training and build confidence in all trainers.

Objectives

By the end of the course delegates will be able to:

- Describe the role of the trainer.
- Identify the tools & techniques of successful 'stand & deliver' training.
- Understand & demonstrate the principles of workshop design.
- Deliver a learning event.

Course content

How people learn

- Learning Styles Questionnaire
- Kolb's Learning Cycle
- 4 stages of learning

Workshop Design

- Developing learning objectives
- Outcomes
- Measurement
- Assessment
- Evaluation

Matching delivery methods to objectives

- Delivery Styles
- Facilitation & Presentation
- Trainer Grid

The role of the trainer

- Building Rapport
- Creating a learning atmosphere
- Understanding delegate needs

Taking control

- Use of training aids
- Trainer notes
- Handling 'difficult' delegates
- Relaxation

Planning how and when to apply new tools/skills

- Practical exercise
- Action planning

Course Evaluation and Next Steps