

Two Day Workshop

Who will benefit:

People who are new to the training field or who have had no formal training and would benefit from understanding the training cycle, in particular the design and delivery stages. The course will provide a practical introduction to training.

Objectives:

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

- ☺ Identify and analysis training needs
- ☺ Explain how people learn and what the 4 learning styles are
- ☺ Design an interactive training course, catering for the different learning styles using a step by step approach
- ☺ Use a range of skills, methods and behaviours to develop learners' knowledge and participation when delivering training
- ☺ Provide effective feedback

Module One – Practical training session

- Participants conduct a short pre-prepared training session

Module Two – Training in context

- The role of the Training Function within an Organisation
- Training needs analysis
- Training strategies and corporate training planning
- The cycle of training

Module Three - Understanding learning

- The difference between Education, Training and Development
- How people learn
- The four learning styles
- Experiential learning
- Learning curves

Module Four - Planning and preparing a training session

- Setting training objectives and learning outcomes
- Designing an interactive training session
- Different training methods
- Structuring a training session
- Building in learner assessments and review time
- Designing visual aids

Module Five – The effective trainer

- Knowledge, skills and personal attributes of an effective trainer
- The process of effective communication within a group
- Skill of:
 - Questioning
 - Active listening
 - Summarising and reviewing
 - Effective feedback
 - Non verbal communication
- Dealing with problem people and challenging situations in the training room

Module Six – Delivering the training

- The process of training
- Use of ice breakers and energisers
- Use of visual aids
- Bite-sized “chunks”
- Projecting and maintaining a confident and motivational approach
- Evaluating the training delivery

Module Seven – Practical training session

- Participants deliver a second training session

NB: Both practical training sessions will be captured on an individual video cassette for each participant to keep, which will compliment the training reference manual that each participant will receive.