



## Train the Trainer

TWO DAY WORKSHOP

*“Practical, down-to-earth, adult centered tools & techniques. Any trainer, no matter how experienced would enhance their classroom skills dramatically with this course under their belt”.*

Internal Bank/Finance Industry Trainer, Kuwait

### Description:

This hands-on and practical trainer/facilitator development workshop is designed for personnel who must train individuals in a variety of topic areas ranging from soft skills to technical based skills, procedures & processes.

### Objectives:

Upon completion of this topic area, participants will return to work and be able to:

- Appreciate the practical implications of adult learning theory and practice
- Use a variety of audiovisual teaching aids e.g. PowerPoint and flip charts to enhance the learning process and to focus on the key learning points
- Implement feedback mechanisms that allow you to check for learner understanding as you present the course content
- Use questions effectively to promote participation and provide continuous feedback
- Design simple handouts, text materials and workbooks as a part of the teaching/learning process
- Design and sequence material appropriately

### Agenda:

- Training, Facilitating, Teaching, Instructing, Coaching? Who does what?
- The Concepts of Adult Education- Engagement & Relevance vs. Lecture & Show
- Learning Styles & matching content with process
- The Use of Questions in Training
- Reducing Nervousness...The Keys to Training Success- & It's not picturing others in their underwear
- Effective Use of Visual Aids.....How not to PowerPoint Them to Sleep
- Dealing with Problem Participants- The Art of Closing them Down without Closing them Out
- Practice & Feedback

Specific discussions on how the participants will apply what was covered back on-the-job and what support they will need from each other and their Managers.