

# Train the Trainer

**A two day workshop for those who want to be able to deliver effective training days**

## Aim

To create and inspire confident internal trainers capable of both designing & delivering process & system training to support and develop business processes and staff.

## Objectives

By the end of the workshop, delegates will have ;

- Experienced numerous practice opportunities to present/train their peer group
- Experienced and explored a range of delivery styles & gained feedback on their own performance
- Be equipped to design & structure a 1-2-1 training session and group training sessions
- Practiced giving and receiving structured feedback
- Experienced & used a range of tools/techniques suitable for working with groups, 1-2-1 and even remote training (tele-conference or video-conferencing)

## Course Content

The content will be guided by the needs of the delegates to an extent but it is likely that materials will be drawn from the following core subject areas;

- What makes a successful trainer?
- Identifying training needs
- Adult learning and behavioural blends
- Structuring a Training Session
- Types of Training and their Differences
- Training Skills
- Validating Training

## Who will benefit

Both new and existing trainers who are looking to develop their training delivery skills

## Practice Opportunities

There will be multiple opportunities for delegates to practice presenting thoughts, ideas and concepts throughout the course plus two formal opportunities using the following format:

1. 5 minute 1-2-1 training session – on a non-work related subject of their choice e.g. wiring a plug, sharpening a pencil, etc.
2. 15 minute group training session to the whole group on a work subject. e.g. a business process or system transaction - ideally something that the delegate either currently delivers or will need to deliver in the near future.

**Call us now**

**on 07702 110676**

**to discuss how this workshop could work for you**

**or**

**email: [contact@martin-smith.biz](mailto:contact@martin-smith.biz)**

**[www.martin-smith.biz](http://www.martin-smith.biz)**

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Learning & Development