

TRAIN THE TRAINER TRAINING

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COURSE LENGTH: 3.0 DAYS

As a professional trainer, you also have to undergo training to gain knowledge of the newest methodologies and techniques used in the training industry. Whether you are an experienced trainer or someone new to the training industry wanting to strengthen your training capabilities, this Train the Trainer training course from PD Training presents the most up-to-date trends and strategies on how to train people. This course will demonstrate how to become a facilitator of learning, not merely a presenter. You will build self-confidence, connect with your audience and leave your trainees admiring your training abilities.

Always take note that the success and effectiveness of training largely depends on the qualities of the trainer. Hence, it is also vital that the trainer update and hone his or her skills. This Training the Trainer course provides participants an introduction to primary training and presentation skills like understanding the various elements of a competent training program: planning, designing, implementing, marketing, connecting and delivery.

These fun, high-energy training courses are delivered by experienced professionals throughout Malaysia and Kuala Lumpur.

This Train the Trainer training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

TRAIN THE TRAINER TRAINING COURSE OUTLINE

FOREWORD

This is a high impact, high intensity train the trainer course designed for workplaces that need trainers who will hit the ground running as soon as possible.

This is not a box ticking exercise for passing assessments, this is for people who require the skills to train in today's professional workplaces.

This **Train the Trainer** Training Program is designed to benefit employees that are being asked to design and/or deliver training in the workplace. Participants learn about the learning needs of adults, planning and developing different types of training and delivering and assessing the success of the training.

OUTCOMES

After completing this course participants will be able to:

- ▶ Design a training course targeted for adult learners
 - ▶ Plan the delivery of a course by ensuring that all the key elements of effective training are present
 - ▶ Learn how to communicate one's message effectively
 - ▶ Develop techniques to overcome barriers to learning
 - ▶ Prepare and deliver a training session
 - ▶ Learn to construct assessments to validate the learning
 - ▶ Gain techniques for providing encouragement and coaching during the training process
 - ▶ Create post-course evaluation forms
 - ▶ Evaluate their peers and also receive feedback from them during class
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MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Parking Lot
- ▶ Agenda

Lesson 2: The Fundamentals of Training

- ▶ Effective Workplace Training
- ▶ What Makes Training Effective?
- ▶ Types of Training
- ▶ Skills and Attributes of an Effective Trainer
- ▶ How to Provide an Inclusive Learning Environment
- ▶ High Emotion – Low Intelligence

Lesson 3: Adult Learning

- ▶ The Principles of Adult Learning
- ▶ VAK Learning Styles
- ▶ Visual
- ▶ Presentation Mechanics
- ▶ Barriers to Learning

Lesson 4: Prepare the Training Session

- ▶ Determine Objective
- ▶ Creating a Lesson Plan
- ▶ Planning for the Basics

Lesson 5: Organizing the Content

- ▶ Introduction
- ▶ The Gloss Model
- ▶ The Introas Model
- ▶ Mind Mapping
- ▶ Conclusion

Lesson 7: Communication Skills

- ▶ Verbal Communication
- ▶ Non-Verbal Communication

Lesson 9: Asking Good Questions

- ▶ Open Questions
- ▶ Closed Questions
- ▶ Probing Questions

Lesson 11: Choosing Activities

- ▶ Types of Activities
- ▶ Preparing for Emergencies
- ▶ What to Do When Activities Go Wrong

Lesson 13: Delivery Tips and Tricks

- ▶ Build Presentation Mechanics
- ▶ Demonstrations, I Do, We Do, You Do
- ▶ Using Visual Aids
- ▶ Creating Supporting Materials
- ▶ Break!

Lesson 15: Keeping it Interactive

- ▶ Encouraging Discussion
- ▶ Using Group Work
- ▶ The Power of Sticky Notes

Lesson 17: Feedback

- ▶ Principles of Feedback
- ▶ Feedback Models

Lesson 6: Create a Session Plan

- ▶ Why Have a Session Plan?
- ▶ Session Plan Example
- ▶ Create a Session Plan
- ▶ Assess the Learning
- ▶ Assessment Tools

Lesson 8: Listening Skills

- ▶ Seven Ways to Listen Better Today
- ▶ Understanding Active Listening
- ▶ Sending Good Signals to Others

Lesson 10: Gathering Materials

- ▶ Identifying Participants' Needs
- ▶ Reviewing the Materials
- ▶ Identifying and Resolving Gaps

Lesson 12: Preparing for the Workshop

- ▶ Creating a Materials List
- ▶ Gathering Participant Information
- ▶ Setting Up the Physical Location

Lesson 14: Getting Off on the Right Foot

- ▶ Greeting Participants
- ▶ Being Prepared
- ▶ Using Icebreakers and Energizers

Lesson 16: Dealing With Difficult Participants

- ▶ The Ground Rules
- ▶ Challenges and Solutions
- ▶ Handling Interruptions

Lesson 18: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Action Plans

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)