

Train the Trainer

One Day Course

Being able to impart skills to others is a highly valuable skill for individuals to possess. Workers constantly need to upskill and retrain so there is always a demand for skilled trainers to deliver new courses. This workshop provides an overview of the various aspects of being a trainer and how to best prepare and deliver a course. Creating a positive learning environment and facilitating the learning of others can be both useful and a personally rewarding experience.

Learning Method

This course uses a combination of instructor-led presentation and hands-on practical exercises. Participants will have the opportunity to apply what they have learned in the classroom throughout the course.

Who will benefit from this course?

This course is suitable for those who enjoy teaching others and are looking to take on a role in training.

Pre-requisites

None

Learning Outcomes

- Identify the value of training and how it helps individuals and organisations
- Explore different learning styles of individuals and various learning theories
- Evaluate how to design a training course
- The main do's and don'ts of delivering a successful course
- Prepare and deliver short presentations
- Receive feedback and advice from the trainer and peers
- Prepare an action plan for your continued improvement as a trainer

Related Courses

- Coaching and Mentoring
- Team Building and Teamwork
- Leadership and Influence

Our Approach

At Navitas Workforce Solutions (NWS), we have designed our courses to be challenging, exciting, relevant and interactive - a powerful combination of key motivators. Our trainers use creative activities to generate and maintain participation, helping to break down the learning barriers that many adults face. Our clients have found that our training programs offer an immediate benefit to participants through the delivery of practical skills and in the long term will expand their abilities and careers.

- Proven and effective high-impact, face to face interaction between our trainers and clients
- Friendly and relaxed atmosphere which is conducive to learning



Modules - Train the Trainer

Course objectives

- 'Find someone who...'
- Course introductions: some other ways to start a course

What makes a good training course?

- Case studies
- The 'perfect' training course
- So just what *is* training?
- A trainer's various hats

The learner

- The Active Learner, the Reluctant Learner and the Passive Learner
- What contributes to a poor learning experience?
- How people learn

Learning theories & learning styles

- Establishing need in the mind of the learner
- How do you identify the training needs of your teams?
- Let's learn something about learning
- The hard cases
- Groups or individuals?
- Handling groups

Basics of training delivery

- Activities in the training room
- Designing a short session

Exploring training methods and techniques

- Types of training methods
- Demonstrations
- Giving instructions
- Energisers and refreshers
- Anecdotes or stories
- 'Does it make sense?' sensory learning preference and task type
- The do's and don'ts of delivery

Presentation & feedback skills for trainers

- Feedback skills
- Negative feedback or constructive criticism
- Presentation skills in the training room
- Picking up on signs from the learner (body language)

Training resources

- How do you create a safe learning environment?
- Training resources
- Positive things about being a trainer

Personal action plan and course evaluation

- Your personal plan of action
- What happens tomorrow?



Contact

Navitas Workforce Solutions

Melbourne

Level 3, 206 Bourke St
Melbourne, VIC 3000

Sydney

Level 11, 17 York St
Sydney, NSW 2000

Brisbane

Level 2, East Tower, 410 Ann St
Brisbane, QLD 4000

Perth

Level 2, 15 Ogilvie Rd
Mount Pleasant, WA 6153

Adelaide

Level 5, 121 King William St
Adelaide, SA 5000

Email info@nws.edu.au or call us on 1300 883 445 to discuss training requirements across Australia

www.nws.edu.au
www.navitas.com

Navitas Workforce Solutions Pty Ltd
RTO: 21663
ABN: 25 100 404 199

