

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

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

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Presenting with Influence

Two Day Course

In today's highly competitive business world, face-to-face presentations are the most widely used and effective mode of communication. The ability to deliver a message quickly, effectively, and memorably is critical and crucial to business outcomes. "Presenting with Influence" is designed to give participants the confidence and flexibility to deliver high quality presentations. Individuals will be taught the foundations of presenting and given many opportunities to practise newly learned skills and techniques.

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 has been designed for individuals who need to present to an audience in an effective and inspiring manner.

Pre-requisites

None

Program Benefits

- Cost effective training
- Greater career opportunities
- Increased job satisfaction
- Fun, effective and continual learning
- Flexible delivery methods

Related Courses

- Communicating with Influence
- Sales
- Microsoft PowerPoint
- Creating Presentations
- Business Writing for Professionals

Our Approach

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- Proven and effective high-impact, face to face interaction between our trainers and clients
- Friendly and relaxed atmosphere which is conducive to learning
- Programs can be customised to our clients' unique specifications



Modules - Presenting with Influence

You the Presenter

- Learn how to control your state to achieve the results you want when presenting
- Manage your nerves so that you can perform at your optimal level
- Learn how to be balanced and move with purpose

Connecting With the Audience

- Discover the magic of story telling so that you can bring your presentations to life and make them memorable
- Learn how to use language to engage the entire audience

Planning the Presentation

- Develop key objectives and outcomes to ensure you stay on track and results are achieved
- Understand the importance of audience awareness
- Learn how to develop key measures to ensure your presentation is memorable
- Use a world renowned structure which allows you to quickly and easily format your presentations and make them understandable to the majority of the population
- Discuss the use of visual aids to ensure that they add to the presentation
- Have an opportunity to practise, practise, practise



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Workshop Facilitator

One Day Course

Facilitators play an important role in the business environment by enabling meetings and workshops to be conducted successfully. An effective facilitator requires specific knowledge and a certain set of skills. This workshop covers the areas needed including body language, personality typing, the workshop process and the use of open questions to prepare participants to become effective facilitators.

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 facilitate meetings or workshops in a business setting.

Pre-requisites

None

Learning Outcomes

- Understand what facilitation means
- Implement the three phases of workshop facilitation
- Use open questions effectively
- Utilise body language skills
- Utilise personality typing methods

Related Courses

- Train the Trainer
- Coaching and Mentoring
- Communication Strategies
- The Effective Negotiator
- The Inspiring Presenter

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Modules - Workplace Facilitator

Getting started

- Workshop objectives
- Action plans and evaluations

What is a facilitator exactly?

- Brainstorm, problem solving, meetings, workshop, what's the difference?
- What is a facilitator?
- Appropriate if...

Introduction to workshop facilitation

- Initiation
- Execution
- Completion

Phase 1 - Initiation

- Familiarise yourself
- Define the objectives
- Identify attendees
- Schedule workshop(s)

Phase 1 - Initiation cont.

- Create the agenda
- Create a list of questions
- Send invitations
- Prepare the venue
- Organise someone to take notes

Phase 2 - Execution

- Welcome attendees
- Discuss the process
- Explain the purpose

Phase 2 - Execution cont.

- Review the agenda
- Administrative announcements
- Explain the rules

Workshop tools

- Body language
- Ten ways to listen more effectively
- Asking open questions

Phase 3 - Completion

- End positively
- Produce and distribute documentation
- Discuss with sponsor
- Evaluate success

Myers-Briggs personality typing

- Myers-Briggs theory
- The extravert and introvert dimension
- Communication tips for extraverts
- Communication tips for introverts
- The thinking and feeling dimension
- Communication tips for feelers



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