

DURATION: A one day course

SUITABLE FOR: Any member of staff who now has the responsibility to train others in the workplace. It also acts as a 'refresher' for experienced trainers looking to update and enhance their skills in a very 'hands on' environment.

COURSE OUTLINE:

OBJECTIVES:

By the end of the course delegates will be able to:

- Understand more about how adults learn - and how this impacts on our design and delivery of training programmes
- Know strategies for writing effective training courses and sessions
- Recognise the characteristics of effective trainers – and use them to best effect
- Be more confident in their ability to deliver an effective training course.



CPD Certified – 6 Learning Hours, 6 Points

PROGRAMME:

Introduction

- What is our programme?
- What would I like to achieve today?

How adults learn

- The four learning styles.
- How to incorporate each into the training environment.
- Accelerated learning – what is it – why is it relevant to trainers?

Course development

- Setting and writing SMART objectives.
- Considering the building blocks to achieve them.
- What activity will help the learner absorb key information?
- The importance of timings for each building block.

Making our training session come alive

- Visual aids and activities to help consolidate and absorb learning.
- The choices we have.
- The 'dos and don'ts' of each.

Preparing for our training session

- The chance to plan a training session using the guidelines and tips given so far.
- Individual help and guidance from the trainer.

Practical training session

- The opportunity to train others during a 10 minute session.
- Evaluating the session to measure its effectiveness.
- Conclusion and recap of key learning points