

DURATION: One day public open course – or run for your own in-house group

SUITABLE FOR: Anyone who has a new responsibility to train others or who has some experience and wishes to update and enhance their skills to deliver engaging interactive training to encourage change and improvement.

Objectives

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

- Use adult learning styles and how they impact on the design and delivery of training programmes
- Employ good strategies for writing effective training courses and sessions
- Recognise the characteristics of effective trainers – and use them to deliver great learning experiences
- Exhibit confidence in your ability to develop effective training programmes and events

Programme

Introduction & Workshop Objectives

- Today's programme
- What you would like to achieve

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 Training Sessions 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 Your 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, recap of key learning points and putting it into action



CPD Certified
6 Learning Hours
6 Points

For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk