

Train the Trainer – From Design to Delivery Course

Venue Information

Venue: London UK

Place:

Start Date: 2025-12-22

End Date: 2025-12-26

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: HRMC

Course Code: HRMC-34

Syllabus

Course Syllabus

Objectives

- Identify and develop skills required in successful trainers.
- List various adult learning principles and their implications on the delivery of training.
- Examine training methods and determine the most appropriate for their training workshops.
- Apply training models in the design and delivery of training programs.
- Write specific Instructional Learning Objectives (ILOs).
- Develop blueprints for training sessions.
- Plan and deliver a training session relevant to their areas of expertise.

Content

Characteristics of Successful Trainers

- Your Listening Skills
- Facilitation Skills
- Dos and Donâ€™ts of Successful Trainers
- Common Facilitation Techniques
- Your Role as a Facilitator
- The Assertive or the Aggressive Trainer?
- Types of Trainers

Adult Learning

- Assumptions and Characteristics of Adult Learners
- What We Know about Adult Learning
- Adult Motivation to Learn
- Senses, Filters and Memory
- Implications for the Trainer and the Learner

Training Methods, Activities and Exercises

- From Brainstorming to Case Studies
- Advantages and Disadvantages of Different Methods
- Guidelines for Choosing a Training Method
- Types of Interactive Activities
- General Guidelines on Developing Activities
- The Element of Creativity
- Examples of Icebreakers, Energizers and Review Activities

Developing the Learnerâ€™s Training Experience

- The Basic Information Needed to Begin Your Training Project
- What the Research Tells Us on Learning?
- Characteristics of an Effective Training Program
- Importance of Instructional Learning Objectives (ILOs)
- Researching Content

Designing Training Programs

- Basic Principles of Training Model
- Main Elements of Program Design
 - The ROPES Model
- A 5 Step Model for Creating Terrific Training Sessions
- The Creation of a Combined Model
- From ENGAGE Model to Designing the Learner Experience
- Preparing an Outline for a Training Session
- Blueprint for a Training Session

Presenting and Delivering Effective Training

- Developing your Opening
- Tips for a Memorable Ending
- Ways to Get Attention and Maintain Interest: The Main Tabascos
- Coping with Problem Participants
- Delivery and Critique of Training Sessions