

Academy of Training

Training for Trainers Workshop

Overview

In today's business world, most organisations are committed to the training and development of their staff, recognising the importance of a skilled and motivated workforce to achieve the results embodied in their business plans.

To this end, an overview is maintained of the skills of staff and areas where they could be assisted in meeting the diverse requirements of their jobs are identified.

Since the training of managers and staff is frequently chosen as the preferred solution to meet identified needs, it is critical that trainers themselves are highly skilled so as to ensure that the desired outcomes of that training are achieved.

Objective

The objective of this two-day programme is to assist trainers, facilitators and others with responsibility for developing staff in enhancing their own skills in the development and delivery of effective training solutions.

Content

Topics covered in the workshop include the following:

- Role of the trainer
- Different adult learning styles
- Identifying training outcomes
- Methods of training
- Selecting the best method
- Developing training programmes
- Delivering and facilitating training
- Working with different personalities and meeting their needs
- Testing the transfer
- Evaluation and feedback
- Handling different skill levels and abilities
- Managing "difficult" groups or individuals
- Use of training aids
- Involving participants fully
- Developing action plans linked to performance.

Resultant Benefits

On completion of the workshop, participants will be able to describe the role of the trainer and identify desired training outcomes. They will also understand and be able to respond to different adult learning styles, select the method of training most likely to achieve desired outcomes and develop and deliver effective training programmes.

They also will know how to involve participants fully in their training programmes, handle difficult groups or individuals and different skill levels.

