

Academy of Training

Training Skills for Internal Trainers

Overview

In today's business world, 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, in addition to training in new processes and procedures, 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 one-day programme is to assist internal trainers in developing and/or enhancing their skills in the delivery of effective staff training solutions.

Content: Topics covered in the workshop include:

Introduction and Objectives

- Key habits and behaviours for effective training and coaching
- Adopting a project management approach for positive results.

Principles of Adult Learning

- Different people, different learning styles
- Different approaches to processing and retaining information
- Application to training and ongoing transfer to participants.

Structuring and Implementing Effective Training

- Planning and designing training
- Analysing needs and defining objectives
- How to structure session activities
- Preparing lesson plans and evaluation processes.

Delivering Effective Training

- Communication skills for trainers – words we use, behaviours we exhibit
- Assessing your own style and adapting to learner needs
- Effective training methods and techniques
- Presenting, facilitating and coaching
- Testing the transfer, giving feedback, modifying and motivating
- Handling different personalities, skill levels and abilities
- How to generate engagement in training sessions
- How we can get the maximum value for our efforts.

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