

# TRAIN THE TRAINER

## Training Objectives & benefits

The primary objective of the Workshop is to provide, through a very comprehensive and effective training strategy, the knowledge, skills and motivation required for participants to design, develop, plan, organize, deliver and evaluate training sessions, seminars, workshops that will help bring measurable improvement to an organisation's performance and productivity. This will include providing whatever it takes for participants to be able to:

- Acquire a solid, comprehensive theoretical foundation of what Training & Development is all about, including the difference between teaching and adult learning and their implications in the design of training materials, use of training aids and selection of training delivery methodologies as well as to learn how to identify the make-up (professional and psychological) of a potential effective trainer.
- Design, develop and produce relevant and effective Training Plans after consultation with supervisors, managers and Subject Matter Experts(SMEs).
- Deliver training sessions, seminars and workshops using the most appropriate and effective methodology or blend of methodologies and training aids.
- Differentiate between lecturing, facilitating, mentoring, coaching, teaching and training as instructional techniques.
- Evaluate objectively and effectively training results relative to objectives and performance improvement expected both at individual and organisational level. Use feedback.
- Conduct a cost-benefit analysis of any training initiative, present and validate its "raison d'être" and defend its implementation.
- Learn to show initiative, to be resourceful, creative and innovative in all training aspects.
- Learn to read trainees' make-up in terms of education, professional development, training and performance in order to ensure that training plan is designed, developed and delivered according to their level and performance.
- Have class room hands-on practice on most of the critical aspects of the Workshop content to develop new skills and competences, build confidence and produce competent and assertive Trainers.

- Expose the future Trainers to various Training and Instructional Techniques to allow them a wide choice of methodologies in order to select the most appropriate combination of training strategies and training tools to accommodate different levels and classes of trainees.

## Course Outlines

The Workshop is designed, using a holistic approach, to cover the whole spectrum of Training and Development, but with particular emphasis on the following topics:

- What is Training and Development?
- How to develop and provide knowledge, skills and motivation to all participants so that they may design, develop and deliver training effectively and efficiently
- How to design, develop, present and defend training initiatives while ensuring relevancy.
- How to design and develop training course plans with appropriate goals and objectives and seek approval for implementation using the collaborative approach.
- What are training and instructional techniques and how to select the most effective and appropriate one (s) to meet training needs and to make the course challenging, interesting and lively.
- What are audio-visual and training aids? How to select and use them professionally for effectiveness and to enhance training and the learning experience.
- To show how to identify and focus on meaningful and practical skills, aptitudes and motivation and how to link classroom learning to experience and performance.
- Principles of teaching and learning as they apply to adult education and learning
- To provide hands-on opportunities to practice and consolidate skills taught and knowledge acquired.
- To show how to face and overcome negative emotions that new instructors usually go through, like nervousness, anxiety, stress, lack of confidence and fear of failure and achieve credibility, respect, commendations and success.

- How to develop exercises, tests, role plays, simulation exercises etc. and administer them.
- How to establish and cultivate effective rapport and relationships with trainees and use them to create and promote a healthy, lively and dynamic training and learning environment.
- To learn how design and develop feedback forms and how to get and evaluate feedback and use it effectively to enhance training and improve performance.
- Effective Communication: How to develop and use good and effective speaking skills. How to effectively ask and answer questions? How to comment and criticise constructively? How to communicate successfully at the level of the audience?
- How to deal effectively and efficiently with problem participants and training situations.
- How to manage time effectively and efficiently during training.
- How to develop group dynamics, promote and motivate trainees' participation, create and maintain a highly energetic and interactive learning environment.
- How to develop your own natural teaching/training/facilitating/mentoring/coaching style to reflect who you are (your personality), what you are (your professional personality) and what you want to be (the personality that you want to project).
- Effective Presentations: How to prepare and deliver them with a BANG!!!
- Classroom management: How to set up a training room for effective learning and to optimize participation? How to eliminate distractions, capture learners' attention, focus on objectives set and achieve intended goals? How and when to break class into small groups for effective training and learning to take place?
- How to wrap up a training lecture, session, seminar, workshop or a facilitation exercise appropriately, effectively and efficiently.
- How to evaluate objectively, comprehensively, effectively and efficiently any training activity relative to goals and objectives set. How to write a report about the evaluation findings and results and come up with appropriate recommendations. How to present and discuss them with management in a holistic way.

## Target Group

- Anyone contemplating to enter the field of Training & Development
- Anyone that management feels has the potential to become an in-house proficient trainer
- Any current trainer in any field who has never received any formal training as a Trainer
- Newly appointed trainers
- All Supervisors and Managers who are expected to train their subordinates in any field
- Human Resources Professionals

## Cost:

18000 (MUR)