

# Train-the-Trainer

For those involved in developing/facilitating workshops | **3 half-days\***

\*3 half-days preferably, spaced a week apart, otherwise it can be run over 2 days

**Participants will be able to effectively design, develop and facilitate a course, and also effectively evaluate the extent to which it achieved its sought outcomes.**

## Objectives

On completion of the training, participants will be able to:

- apply the principles of adult learning, and cater for different learning styles
- design workshops that meet the needs of the target group
- use effective questioning, listening, body language and other elements of communication
- be both assertive and empathic, and manage 'difficult' participants
- use learning aids in a powerful, appropriate manner
- provide suitable skills practice
- evaluate the effectiveness of a course

## Key Content

- Adult Learning: key principles
- Meeting the needs of the target group
- Attitude, Knowledge and Skills/Competencies
- Key elements of communication
- Your communication style
- Verbal and non-verbal language
- Assertiveness and empathy
- Managing difficult participants
- Ice breakers/energisers
- Setting up the room
- Setting up and finishing a session
- Keeping on track
- Providing skills practice
- Key facilitation aids
- Training aids checklist
- Types of evaluation

## Comments by Participants

- It exceeded my expectations!
- Great structure and theory to allow for better training sessions
- Yes, it was informative, interactive and fun
- The whole course was invaluable. The questioning techniques and learning phases will be of great use immediately
- The whole program was valuable, effective and well-presented
- It was all beneficial
- It was all effective and can definitely be applied in the workplace
- Well run, well managed. Great interaction and delivery!