



## Train the Trainer

### Course Objectives:

This course is designed to train managers, supervisors and team leaders to recognise different ways of learning and use the appropriate training methods and analyse their delivery style and effectiveness.

As a result, attendees should be able to train individuals and groups using different methods according to different styles of learning, and increase productivity through effective training and evaluation.

### Who Should Attend?

Managers, Supervisors and Team Leaders who have to deliver training internally/externally as part of their job role

### Course Content:

Topics covered on this course include:

- Why & when do people learn?  
Overcoming barriers to learning or training
- How to produce training objectives & make them SMART
- Structure & content of training sessions
- Learning styles & the learning cycle
- Characteristics of good v poor trainers & our own style of presenting training
- How to deliver training in difficult situations or to difficult people
- Best practice to plan training into your day
- Why & how to give effective feedback
- How to run team briefings
- How to manage people back on track
- Measuring the success of your training – evaluation & follow up

**Duration:** 1 - 2 days

