



Train-the-Trainer: Your Guide to Engaging Facilitation

Do you have specialists who train others? Let us help them refine their training delivery and facilitation skills and develop approaches to bring new life to their programs.

This program addresses what every trainer needs to know in order to have an effective and successful training event. Participants review the basics of adult learning principles and motivation principles. Emphasis is on alternatives to traditional classroom “teaching”. Outcomes of this one- to two-day program include developing practical skills for designing and delivering training programs, creating a motivating learning climate, and enhancing coaching and consulting skills for one-on-one training. The two-day version provides additional videotaped feedback and practice using the participant’s own training materials.

Objectives

During this program, participants:

- Review how adults learn, ways that trainer and learner styles impact successful training
- Discover how to create a motivating climate for participants
- Practice skills for designing and delivering training programs
- Create strategies for times when traditional classroom teaching is not appropriate
- Enhance coaching and consulting skills for one-on-one training
- Discover advantages of varying training delivery approaches
- Practice the “rules” for effective training presentations

Benefits

- Strengthen and expand training design and delivery skills
- Build confidence through preparation techniques
- Experience advantages of experiential learning

- Explore training delivery options
- Have fun in a relaxed atmosphere which models an interactive learning environment
- Practice and leave with a videotape and feedback on personal training applications
- Receive a personal learning style analysis

Topics

Overview of Adult Learning

- Adult learning guidelines
- Learning styles inventory and analysis
- Implications of learning styles for training

Motivating Learning

- Motivational theory on learning
- Motivating a group or audience
- Small group exercise
- Role of change and learning

Designing and Conducting Training

- Performing a needs analysis
- Program design
- Sample program model and elements
- Trainer preparation
- Training methodology
- Purpose and use of icebreakers
- Sample icebreakers for technical training
- Tips for developing good platform skills
- Fielding questions
- Dealing with resistance
- Handling distractions
- What makes a winning trainer?
- Evaluations

Alternatives to Classroom Learning

- Consulting skills: an exercise
- Levels of the consulting process
- Phases in a consulting process
- Anatomy of the consulting process
- Model for training one-on-one
- Suggestions for gaining entry

Applications to Participants’ Training

- Design review
- Videotaped practice and feedback sessions lessons

Call us at 215-493-9641 for more information.