



## Train-The-Trainer The Practical Trainer

The School of Leadership

If you do on the job training in your organization this workshop can help you feel more comfortable and more competent. You will explore how adults learn and take a step-by-step approach to create training sessions that meet employee needs and you will have the opportunity to practice these skills in a safe environment. Training results are too important to leave to chance. Register today, so you will be prepared when you are asked to stand and deliver.

### **How You Will Benefit**

- Recognize the importance of considering the participants and their training needs, including the different learning styles and adult learning principles.
- Know how to write objectives and evaluate whether these objectives have been met at the end of a training session.
- Develop an effective training style, using appropriate training aids and techniques.
- Understand the importance of an instruction guide to help a trainer prepare and deliver effectively and consistently.
- Conduct a short group training session that incorporates these training concepts.

### **What You Will Cover**

- Successful training programs
- Adult learning principles
- Learning styles
- Training objectives
- Effective trainers versus ineffective trainers
- Training aids
- Training techniques
- The training cycle
- Presentation skills
- Using visual aids
- Dealing with difficult trainees
- Evaluating your training

### **What's Included?**

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

Three day workshop

