



training * coaching * competency

ays

Title of course Train the trainer
Duration of course 2 days
Start and end time 9:30 – 16:30

Introduction and Aim

This practical train-the-trainer course gives you the skills to deliver in-house training, ensuring this meets both business and personal goals.

It is suitable for those who are new to training or those with some experience but who want to polish their performance.

The aim of this course is to help delegates have the self-confidence and classroom presence needed to get their message over in an interesting and informative way.

Delegates are asked to give thought to a subject matter that they may have to deliver in the workplace, or a topic that they would be happy to give a short presentation on. They are encouraged to bring along any material, facts & figures, photos or graphs that they can use to make their 5 to 10 minute presentation more individual.

Course Content

1. Principles of training
2. Analysing your audience
3. Develop Learning objectives
4. Preparation & designing the training programme
5. Presentation skills including
 - a) Physical presence
 - b) Using Visual Aids
 - c) Questioning techniques
 - d) Content delivery and selecting the most effective materials
 - e) Pro's and Con's of different training methods
 - f) Involving the delegates in group discussions and exercises
 - g) Handling problem situations
6. Evaluating training
 - a) Ensure that training is effective and objectives have been met
 - b) Gathering and assessing evaluations
7. Build and deliver their 10 minute training session (this can be videoed and given to the delegate)

Open book assessment

For more information please contact: training@ays-ltd.co.uk

t: 01569 731064

Training Manager mobile: 07713160632

w: www.ays-ltd.co.uk



training * coaching * competency

ays

Outcomes

Delegates will be able to:

- understand the principles of training
- comprehend the importance of understanding your audience
- set specific objectives before the delivery of training
- how to prepare for and plan the course
- apply the presentation skills taught on the course to their delivery
- understand which is the best training method for their attendees
- employ the most appropriate methods of communication
- deal with any problems arising during training session
- understand how to gather and analyse feedback
- gain confidence in building and delivering their training event

Suitable for: all personnel who will be asked to deliver training

Previous experience required: None

(Delegates are asked to give thought to a subject matter that they may have to deliver in the workplace, or a topic that they would be happy to give a short presentation on during the course. They are encouraged to bring along any material, facts & figures, photos etc. that they can use to make their 5 to 10 minute presentation more individual).

Delegate numbers: Min 4 – Max 10

For more information please contact: training@ays-ltd.co.uk

t: 01569 731064

Training Manager mobile: 07713160632

w: www.ays-ltd.co.uk