TECHNICAL
EDUCATION
ACADEMY

Operational Risk Management Center

COURSE PROGRAMME

000013

HSSE050 - Training for Trainers and Instructors

Increasingly, many of us are called upon to train colleagues or run training sessions for partner organisations.



Learn from the Best in the Business!

Course overview

Intermediate level

Why take this course

Increasingly, many of us are called upon to train colleagues or run training sessions for partner organisations. Perhaps some people have a role in induction training, or maybe they are manager who needs to upskill their team to face a new challenge.

Whether training is a big part of your role, or just a small aspect of your job, our five-days Training for Trainers and Instructors training course will help your in-house trainers design and deliver effective training programmes. They will gain confidence in how to present information effectively with variety and flair and acquire the skills to deal with the dynamics of group learning.

The course is highly practical and will introduce delegates to new techniques, enhance their communication skills and is designed to benefit employees that are being asked to design and/or deliver training in the workplace.

Who it is for and how it helps

This course is suitable for anyone who wishes to develop their training skills. You may run training sessions on behalf of your organisation or be asked to share your knowledge in support of the professional development of colleagues at work. If you are an experienced trainer who would like to develop your skills further, some one-to-one coaching may be more suitable.

What you will learn

- Design a training course targeted for adult learners
- Designing training to suit different learning styles
- Plan and the delivery of a course by ensuring that all the key elements of effective training are present
- Apply principles of dynamics of group learning
- Communicate information more effectivel
- Develop techniques to overcome barriers to learning
- Prepare and deliver a training session
- Construct assessments to validate the learning
- Gain techniques for providing encouragement and coaching during the training process
- Create post-course evaluation forms
- Evaluate their peers and also receive feedback from them during class

Curriculum

Modules 01–05

01 Fundamentals of Training

- Effective Workplace Training, Efficiency of various methods of training and development
- What makes training effective?
- Types of training
- Skills and attributes of an effective trainer, key competencies
- How to provide an inclusive learning environment
- High emotion - low intelligence

02 Adult Learning

- The principles of adult learning
- Learning styles
- Presentation mechanics

03 Establishing aims and objectives for training

- Training needs assessment - developing training that meets the needs of the organisation and individual learners
- Identifying learning outcomes

04 Communication Skills

- Communication model
- Words Not to use
- Barriers to learning

05 Facilitation skills

- Your personal presentation skills
- Listening
- Questioning
- Handling difficult situations

Curriculum

Modules 06–10

06 Training techniques

- Icebreakers and energisers
- Effective group work
- Using different stimuli (eg case studies, role play, questions, metaphors, quizzes and checklists, mindmaps)
- Coaching and mentoring models in training

07 Assess the Learning

- Designing effective assessment (Kirpatrick' criteria, ROI (return of investment)
- Delivering and administering assessment

08 Deliver Presentation

- Deliver your presentation: each student will deliver to the class a short lesson and be assessed by the class and instructor.

09 Prepare Training Session

- Determine objective
- Introduction
- Map the content
- Build presentation mechanics
- Close out

10 Feedback Forms Self-analysis Peer- feedback

- Session Plan
- Each student will design a session plan using the tools from this course.

Participation and contacts

Joining the programme

Contact the Academy and quote course code 000013 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

The published programme does not specify any prerequisites. Contact us before enrolling to confirm how to prepare.

Discuss your training needs

mail@tecedu.org
www.tecedu.academy

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