

TRAIN THE TRAINER

COURSE OUTLINE

**DURATION:
3 DAYS**

AIMS AND OBJECTIVES:

- To understand and apply the training cycle at work
- To plan and prepare more effectively for training
- To be able to design and deliver a training session
- To develop a process for effective evaluation

SUITABLE FOR:

- Managers and staff who are required to train groups or individuals at work
- Anyone who needs to increase their knowledge and understanding of how to train and support others
- Those moving into a training role
- Trainers who would benefit from a refresher in this area

WORKSHOP CONTENT:

- The training cycle and its application
- How self and others learn
- Using learning styles to develop others
- How to give and receive feedback
- Coaching and development
- The trainer role and responsibilities
- The trainer as internal consultant
- Identifying training and business needs
- How to write course objectives
- How to design a training event
- How to produce the right visual aids
- How to manage and understand group dynamics
- Ensuring evaluation is built into training
- Monitoring methods and how to apply these
- For line managers: how to design and deliver team briefings, communications programmes, presentations and feedback
- Creating a development plan to implement and support future initiatives
- Action planning for workplace implementation

**CAN BE
DELIVERED IN
HOUSE OR AS
AN ILM
APPROVED
DEVELOPMENT
PROGRAMME**

It should be noted that Trainers will be expected to deliver a brief (20 minute) interactive training session during this course - on a topic of their choice

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