

Training Professionals to Train

Course Objective

Your professionals will leave this two-day workshop with immediately-usable skills to help them prepare to deliver effective training sessions ranging from a one-hour lunch 'n learn to a full-fledged multi-day training course. Your in-house trainers will learn to be confident, competent and better able to promote the sharing of knowledge and skills throughout your organization.

Videotaping will be used to reinforce the learning.

Enrolment: With one IWCC facilitator, we can accommodate a maximum of 6 participants. Alternatively, we can accommodate up to 12 participants with two facilitators.

Who Should Attend

This workshop is designed for people who are either new to the role of trainer or for those who would like to improve their training delivery skills. It is appropriate for non-training professionals or subject matter experts who are required to function as trainers as part of their overall job responsibilities.

What Participants Will Learn

By attending this workshop, your employees will learn to:

- Assess their existing skill level as trainers and set personal improvement objectives
- Plan training sessions by analyzing learners' needs, creating a roadmap and preparing notes
- Create an environment that is conducive to adult learning
- Use training techniques that meet a variety of learning styles
- Generate discussion and encourage participation
- Give learner-centered instructions and constructive feedback
- Use questioning techniques to reinforce transfer of learning
- Manage the dynamics of a group for best results
- Handle difficult participants

