Distance Learning Train the Trainer

Become a Better Trainer

INTRODUCTION

Have you ever wanted to learn more about being a trainer but don't have the time to attend the required training course? Then our Distance Learning Train the Trainer course might just be what you are looking for. Designed for new trainers or those who have a number of years' experience but want to brush up on their knowledge, it has been developed from our highly successful range of Train the Trainer courses and allows you to study at home and at your own pace. All the course materials you need will be provided and there is full support from our trainer staff throughout the duration of your study. Course material will be emailed to you and you can complete and return assignments/projects as they are done.

OBJECTIVES

At the end of the course you will be able to:

- Recognise the different learning styles and adapt your training accordingly
- Plan and design training to meet exact requirements
- Run a training session and include assessment
- Bring your training to a successful conclusion

CONTENT

The sessions are as follows:

- Unit 1 How We Learn
- Unit 2 Running a Training Session
- Unit 3 Delivering Training
- Unit 4 Ending a Training Session
- Unit 5 Creating a Training Plan

About Gary Bedingfield

Based in Glasgow, Scotland Gary Bedingfield has almost 20 years' experience in the training industry. He is a qualified further education trainer with an overwhelming desire to help people reach their full potential. He has worked with a wide variety of organisations from the voluntary sector to the world's largest commercial property developers.

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Helping people reach their full potential

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Unit 1 How We Learn

This unit introduces the four stages of learning and the different styles that we all adopt when in a learning environment.

Unit 2 Running a Training Session

In this unit we look at how to run a training session, focusing on what stops some people being ready to learn, how to get things started and how to build rapport.

Unit 3 Delivering Training

In this unit we look at how to deliver a training session and make the most of training aids, delivery styles, questioning techniques and assessment.

Unit 4 Ending a Training Session

This unit looks at bringing all the threads together to bring the training session to a successful conclusion. It also looks at the importance of obtaining feedback from the candidates as well as yourself.

Unit 5 Creating a Training Plan

This unit focuses on how to write aims and objectives, and how to put together a dynamic training session.

Duration

Up to 3 months to complete your studies

Why should I take a Distance Learning Train the Trainer course?

As most people will tell you, delivering training for the first time can be a daunting and nerve-racking experience, and this course makes that experience as easy as possible, introducing you to the basics and helping you to quickly become effective and confident in the training room.

What will I learn?

The course consists of five units covering learning styles, training plans, assessment, methods of delivery, running a training session, bringing your training to an end and making the most of evaluation.

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How does it work?
When you sign up for the course we will send you the first of five units by post or email. The unit will include all the information you require on the topic (for example, Unit 1 is about how we learn). It will also include at least one assignment. Once you have completed the unit you can let us know by email. We will send you a brief questionnaire relating to the unit and your answers will be assessed by us. If all is well, the next unit will be sent to you. This process will continue until you have completed all five units. The final part of the process involves a telephone conversation with your appointed trainer to confirm your final level of attainment.

What if I struggle with the course work or do not understand something?
Your appointed trainer is available by email 24 hours a day. You will also have a phone number to contact your trainer during office hours.

Is the course accredited?
The course is not accredited but we are one of the leading suppliers of Train the Trainer courses in the UK and you will receive a Certificate of Competence.

What organisations already use your training?
We deliver training to NHS Scotland, BP, CBRE, Menzies Aviation, Glasgow Clyde College, Routes to Work, Orchard Care Homes, Falkirk Council, North Lanarkshire Council and Wirral Partnership Homes to name a few.

What people are saying about our Distance Learning Train the Trainer course:

"Brilliant course. Informative, fun and easy to follow."

"I found the course very informative and it seemed like Gary was always online! Which I really never expected. Thanks for all the help and I definitely feel a lot more confident in moving forward!"

"Thoroughly enjoyable, easy to understand and supportive."

"In work I train a lot of new starts and it will now enable me to develop a proper training programme for them."

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