

# Train the Trainer Express

## Become a Better Trainer

### INTRODUCTION

Whether you are new to training or have a number of years' experience, this course helps you see ways in which you can deliver dynamic and effective training sessions.

The course is intensive and delivered over a single day, exploring areas such as learning styles, training resources, delivery styles, assessment, evaluation and dealing with difficult behaviour. It consists of five trainer-led sessions.

### 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 ensure learning objectives are met
- Effectively run a training session from start to finish

### CONTENT

The sessions are as follows:

- Unit 1 How We Learn
- Unit 2 Starting a Training Session
- Unit 3 Delivering Training
- Unit 4 Ending a Training Session
- Unit 5 Planning and Designing



#### About Gary Bedingfield

Based in Glasgow, Scotland Gary Bedingfield has over 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.

#### What You Need to Bring to Train the Trainer

More than anything, I ask you to bring an open mind so we can explore all the opportunities available to you in a training environment. Don't worry about the amount of previous experience you have as a trainer because this course will cover all you need to know. And for those with more experience it will help you see ways in which you can become a better, more effective trainer.

**Gary Bedingfield Training**  
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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 Starting a Training Session

This unit explores everything that needs to be done behind the scenes prior to delivering a training session. It also looks at how to start a training session, the causes of potential barriers and techniques for overcoming these barriers.

## 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 Planning and Designing

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

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2018 UK Enterprise Awards hosted by SME-News



## Duration

1 day (typically 9:30am to 4:30pm)

## Group Size

Maximum group size is 12

What people are saying about our Train the Trainer course:

*"An exemplary delivery of the training course. The information communicated was extremely helpful as well as being able to watch how it was done."*

*"Very good course, really enjoyed it. Very well structured and relevant to the job."*

*"I was kept interested throughout the course and feel more confident about conducting a training session."*

*"Lots of useful ideas which I can take away and put into practice."*

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