

Train the Trainer



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 two days, exploring areas such as learning styles, training resources, delivery styles, assessment, evaluation and dealing with difficult behaviour. It consists of five trainer-led sessions followed by a micro-training session, where you will have an opportunity to demonstrate your training skills.

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
- Unit 6 Micro-training

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.

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.

On Day 2, I'm going to ask each of you to deliver a short (10/15 minutes) micro training session on a subject of your choice. It doesn't have to be work related and we will discuss this in more detail on Day 1.

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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.

Unit 6 Micro-training

This unit is an opportunity for the candidates to put their skills into practice and deliver a short (10 to 15 minutes) training session to the rest of the group.

Duration

2 days (typically 9:30am to 4:30pm)

Group Size

Maximum group size is 8

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