RiseUp Solutions

COURSE OUTLINE

Train the Trainer for Non-Trainers

OVERVIEW

This course helps people who train others, whether new to it or experienced, keep sessions fresh, engaging and useful. Participants learn to work out what their audience needs, prepare and deliver clear sessions, use activities well and handle questions and difficult participants. It ends with a mini-presentation and coaching from the trainer and peers.

WHO IT'S FOR

Anyone who may need to train others in new skills, whether training is their full-time job or only an occasional task.

DURATION

2 days

DELIVERY

In-house · Public

OBJECTIVES

- Know what makes an exceptional trainer
- Gain confidence by overcoming fear and nerves
- Speak with ease to a group of any size
- Understand why rapport matters
- Use body language to communicate
- Develop effective communication strategies
- Explain how adults learn differently from children
- Recognise different behaviour styles and adapt training to suit
- Choose creative delivery formats for 'dry' material
- Present information clearly, concisely and engagingly
- Deliver content logically and simply, in a brain-friendly way
- Handle question sessions and difficult audiences

MODULES

1. Introduction

- Becoming a good trainer
- Public speaking is a skill
- Why people get scared
- The subconscious mind
- Public speaking nerves
- Overcoming stage fright

2. Training Needs Analysis (TNA)

- The role of TNA
- The training function
- What TNA is
- Planning a TNA
- TNA models
- Pros and cons of TNA methods

3. How Adults Really Learn

- The training environment
- Ways of learning
- How to help trainees
- Traits of an effective trainer
- Common patterns: analogy, chronological, physical location, problem/solution, cause/effect, divide a quote, divide a word, theory/practice, topic

4. Preparing Your Presentation

- Outlines and timing
- Solid forms of support
- Getting off on the right foot
- Ice-breakers and I.N.T.R.O.
- Deadly mistakes every trainer should avoid
- Finishing on a high note
- Wrapping up in style

5. Delivering with Sparkle

- Making your message stick
- Communicating effectively
- Energising your session with questions
- Visual aids and training methods
- Mind mapping

6. The Power of Body Language

- Gestures
- Posture
- Facial expressions
- Eye contact
- Proximity
- Clarity
- Fluency
- Attire
- Jewellery and cosmetics

7. Handling Questions

- Basic rules
- The perfect answer
- Five question-handling techniques
- Responding to special situations
- Handling hostile questions

8. Handling Your Audience

- Reading audience reactions
- Seven types of tough audience
- Handling hecklers

9. The Part of Tens

- Ten things to check before presenting
- Ten ways to overcome fear

10. Mini-Presentation: Individual Project

- Prepare and deliver
- Feedback and coaching from the trainer and peers

HRD Corp claimability confirmed in your proposal

hello@3riseupsolutions.com · WhatsApp 017-899 7575 · www.3riseupsolutions.com