

Advanced Train-the-Trainer Classroom Skills



Participants cover the unique learning needs of adults and the three most common models for workplace training: presentation, facilitation and active learning. Participants will learn how to analyze needs, select the right training approach and specific tools and techniques for effective delivery. This multi-day course is designed to be delivered with time in between each session. The first session covers adult learning theory, training design and effective presentation techniques. During the weeks between sessions, participants develop, design, and practice a training session. The final session allows time for the participants to present their training session and receive feedback from the facilitator and fellow class participants.

Focus

This course is for managers and other subject matter experts who need to present training to enhance the skills of others.

Length 16 to 24 Hours

Performance Objectives

After completing this training, participants will be able to do the following:

- Develop the ability to plan and execute training
- Describe key factors for training effectiveness
- Explain adult learning principles
- Describe a systems approach to training
- Construct a workshop
- Make effective training presentations
- Use techniques in handling difficult training situations
- Employ tips for “co-facilitation”
- Plan a training session and develop a lesson plan
- Conduct skill practice exercises

Course modules include:

Training and Learning	This module focuses on the relationship between adult learning principles and training design. Participants have the opportunity to develop and practice their skills in several different ways.
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Systems Approach (Template)	This module provides a useful context to those who must provide a portion of training. It is an overview of the steps involved in the development and deployment of a training plan.
ADDIE Methodology	In this module, participants learn about the ADDIE approach to training. They discover the steps for designing and delivering training that sticks.
Understanding Adult Learners	Kolb's Adult Learning theory is covered in this module. Participants explore their learning preferences.
Creating an Active Learning Environment	Building on the previous module, participants learn how to engage different learning preferences to create active learning opportunities.
Facilitation and Presentation Skills	This interactive module provides participants an opportunity to practice their training and receive feedback on their style.