

## Training Skills for Managers

In today’s complex organizations, line managers and other subject matter experts are often involved in the training and development process. Whether it is new hire training or the deployment of a new process, people with a great deal of expertise but limited training experience often have trouble delivering effective training. Training Skills for Managers presents the learning needs of adults and the three most common models for workplace training-presentation, facilitation and active learning. Participants will learn how to analyze learning needs, select the right training approach and specific tools and techniques for effective delivery.

### Focus

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

**Length**      8 Hours

### Performance Objectives

- Demonstrate the impact of adult learning styles on program design
- Analyze the training requirement
- Follow steps in developing and conducting training
- Use facilitation techniques and creative presentation techniques to help others learn
- Create opportunities for active learning

### Course modules include:

<b>Training and Learning</b>	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.
<b>The Training Plan</b>	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.
<b>Training Delivery</b>	This interactive module provides participants an opportunity to practice their training and receive feedback on their style.