

# Train The Trainer – DAY 1

Errol A Williams

<u>TIME</u>	<u>SESSION</u>	<u>RESOURCES</u>	<u>PURPOSE / LEARNING POINTS</u>	<u>PRSNL</u>
10:00am – 10:10am	<b><u>WELCOME &amp; ADMINISTRATION</u></b> <ul style="list-style-type: none"><li>- Fire</li><li>- Toilet</li><li>- Interest</li><li>- Need</li><li>- Timing / lunch</li><li>- Response</li><li>- Note taking</li></ul>	Multi-media projector Laptop Flipchart, paper & pens Blu tac  <b>5 Slides</b> (Administration)	<ul style="list-style-type: none"><li>☞ Delegates will be advised what to do in case of an emergency or need.</li></ul>	EW
10:10am – 10:30am	<b><u>INTRODUCTION &amp; OBJECTIVES</u></b> <ul style="list-style-type: none"><li>- Facilitator</li><li>- Delegates</li><li>- Delegates will be asked to share their hopes and expectations or any fears and anxieties, plus their objective for day.</li><li>- At this point I will highlight the overall objectives for the programme.</li><li>- Train The Trainer course objectives &amp; content</li></ul>	<b>2 Slides</b> (Objectives)  Handouts	<ul style="list-style-type: none"><li>☞ To make sure that the programme meets the hopes &amp; expectations of the delegates and to understand any fears and anxieties and eliminate them.</li><li>☞ To keep, add, change or modify programme according to needs.</li></ul>	
10:30am – 11:30am	<b><u>PLANNING AHEAD</u></b> <ul style="list-style-type: none"><li>- Delegates will work as a group to identify the common challenges of a trainer: <u>before</u>, <u>during</u> and <u>after</u> a training session.</li><li>- Delegates will be shown the training cycle in a very simplified way. This cycle is one of the most effect method for planning ahead.</li></ul>	Briefing notes  <b>Slide</b> (Enemies)  <b>Slide</b> (The training cycle) Handout  <b>Slide</b> (planning & preparation)	<ul style="list-style-type: none"><li>☞ To show to delegates that failure to plan effectively is planning to fail.</li><li>☞ To show that failure to plan effectively is one of the major reason why many trainers are ineffectively.</li></ul>	

**11:30am – 11:45am MORNING BREAK**

- tea, coffee, water and biscuits.

**11:45am – 12:00pm INTRODUCTIONS & OBJECTIVES**

- Each delegate will prepare to give a presentation by writing training objectives; looking at how to define an objective and prepare a compelling introduction.
- This session is in preparation for each delegate to give a presentation to the rest of the group.

Writing training objectives handouts.

**Slide** (Objectives)

- ☞ Delegates will be shown how to write a training objective
- ☞ Delegates will understand the importance of setting clearly written objectives.
- ☞ Having a clearly agreed objective is one of the most important aspects of a successful training session.

**12:00pm – 01:00pm TRAINING SESSION & FEEDBACK TO IDENTIFY STRENGTHS & AREAS TO WORK ON**

- Each delegate will be given the opportunity to prepare, present and practice trainer techniques in a training session of their choice.
- This session will be videoed and played back for greater effectiveness in the feedback stage.

Camera, tripod,  
External speakers &  
accessories.

- ☞ To explore each delegates strengths and weaknesses in order to identify areas to work on throughout the two days.

**01:00pm – 02:00pm LUNCH BREAK**

**02:00pm – 03:15pm TRAINING SESSION & FEEDBACK TO IDENTIFY STRENGTHS & AREAS TO WORK ON**

- Delegates will be shown how to identify needs, strengths & areas to work on.

Identification of training needs  
SWOT analysis handouts.

- ☞ Delegates will be shown how to identify training needs by using the SWOT analysis system.

**03:15pm – 03:30pm AFTERNOON BREAK**

- tea, coffee, water and biscuits.

**03:30pm – 04:30pm WHAT IS EFFECTIVE FEEDBACK?**

- Delegates will complete a sample course evaluation form and discuss its purpose, content and stages of feedback.

Evaluation form

**2 Slides** (Evaluation)

☞ Delegates will be shown how to design and validate the response of learners feedback.

**04:30pm – 05:00pm EVALUATION AND CONCLUSION**

1. Review of all sessions
2. Give and explain handouts
3. What have you learnt?
4. Delegates will be informed to prepare to give presentation on DAY 2.
5. Delegates will be informed about DAY 2

☞ have we achieved what we set out to accomplished?

**05:00pm CLOSE**

# Train The Trainer – DAY 2

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<u>TIME</u>	<u>SESSION</u>	<u>RESOURCES</u>	<u>PURPOSE / LEARNING POINTS</u>	<u>PRSNL</u>
10:00am – 10:15am	<b><u>WELCOME &amp; ADMINISTRATION</u></b>  - Administration issues - Review of day 1 - Agenda for day 2	Multi-media projector Laptop Flipchart, paper & pens Blu tac	☛ To make sure that the programme is on target and to modify, change or add.	EW
10:15am – 11:30am	<b><u>PREPARING TRAINING MATERIAL &amp; TRAINING NOTES</u></b>  - Each delegate will prepare training material and training notes and give a presentation. This session will be videoed and feedback will be given.  Delegates will also complete a training equipment and material inventory form.	Preparing training material & training notes, handout.  Presentation master tips, handouts. <b>2 Slides</b> (master tips) Training equipment and material inventory, handout.  <b>3 Slides</b> (Structure & delivery)	☛ This very important session gives delegates the opportunity to design a training session and present it to the rest of the delegates.  ☛ Delegates will have the opportunity to receive constructive feedback from each delegate and the facilitator.	
11:30am – 11:45am	<b><u>MORNING BREAK</u></b>  - tea, coffee, water and biscuits.			

## **11:45am – 12:30pm QUESTIONING**

- Each delegate will be given the opportunity to practice their question and answer ability and receive feedback.
- Practice trainer techniques in a training session.

**Slide** (TRACT)  
**Slide** (Non verbal communication)  
**Slide** (Assertiveness)  
**Slide** (Style)  
**Slide** (Interpersonal & personal skills)  
**Slide** (Needs of audience)

☛ Delegates will be shown how to deal with questions & answers and difficult situations.

## **12:30pm – 01:00pm UNDERSTANDING LEARNING – HOW DO ADULTS LEARN? TRAINING VERSUS PRESENTING**

- Delegates will be shown the learning cycle plus an array of information on how adults learn best.

**10 Slides** (How do adults learn?)  
Learning cycle handout

☛ Delegates will fully understand how adults learn, and the do's & don't. Delegates will also understand how training differs from presenting.

## **01:00pm – 02:00pm LUNCH BREAK**

## **02:00pm – 03:15pm NLP AND ACCELERATED LEARNING**

- Delegates will discuss the power, process and benefits of NLP & accelerated learning.

**4 Slides** (NLP)

☛ Delegates will be resourced with various techniques for accelerating their own learning and that of others.

## **03:15pm – 03:30pm AFTERNOON BREAK**

- tea, coffee, water and biscuits.

## **03:30pm – 04:30pm TRAINER TECHNIQUES TO PROMOTE LEARNING**

- Delegates will explore the various techniques that are available to them.

**Slide** (techniques, style)  
**Slide** (Resources)

☛ Developing style and technique is an ongoing process. However, delegates will have an opportunity to reflect on their own style and techniques for an effective presentation.

**04:30pm – 05:00pm EVALUATION AND CONCLUSION**

1. Review of all sessions
2. Give and explain handouts
3. What have you learnt?
4. Delegates will complete evaluation form.
5. Where to now?

Evaluation forms

☞ have we achieved what we set out to accomplish?

☞ is it worth doing again?

**05:00pm**

**CLOSE**