

**To discuss this course or
book your place:**

Call: 01752 222140

Or visit: skilltec.co.uk



Train the Trainer



DURATION

2 Days

COURSE OVERVIEW

This course will cover how to plan and deliver a training session, be that on a one to one basis or to a larger group of people.

TARGET AUDIENCE

This course is for anyone who within their job role, needs to train others in a systematic way.

LEARNING OBJECTIVES

On completion of this course, delegates will be able to:

- Explain the importance of setting clear, precise objectives.
- Describe the process of how people learn.
- Describe and explain the four stages of learning.
- Plan and prepare a training session having identified training needs
- Describe the steps needed to design and structure a course.
- Describe the importance of feedback and evaluation.

PRE-REQUISITES

There are no pre-requisites for this course

Day 2 of this course will be spent running training sessions therefore before attending you need to consider what your training session will cover and what materials you will need to bring with you.

COURSE OUTLINE

The following topics will be covered during this course:

- Skills of an effective trainer.
- Learning styles.
- Objectives setting.
- Lesson planning.
- Presentation skills.
- Techniques of coaching.
- Practice.