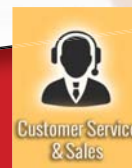
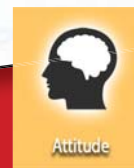


Train the Trainer

Training | Consultation



On-the-job training. Whether you are a full-time, part-time, or occasional trainer, the techniques you use to prepare and deliver the training makes a big impact on how much is actually learned by your participants. This program provides practical tools and techniques for “trainers” to use before, during, and after a learning experience.

Objectives

After participating in this program, you will be able to:

- Promote the benefits of training
- Identify the learners’ developmental needs and learning style
- Recognize the alternatives to classroom training
- Use a 10-step process for developing a “learner-centered” program
- Incorporate accelerated learning techniques to add variety and enhance retention of ideas
- Design and conduct a program that will improve performance

Format

This interactive program uses experiential learning techniques such as demonstrations, large and small group discussions, self-assessments, video tape critiques, and post-program application.

Ideal Size

No more than 12-18 people

Length

Part 1 - Your Role as a Trainer (3 hours)

Part 2 - Designing Learner-Centered Programs (3 hours)

Part 3 - Train and Critique (3 hours)

Target Audience

Anyone responsible for the development and training of other people

Agenda

Your Role as a Trainer

- The training process
- Principles of adult learning
- Identify training needs

Designing Learner-Centered Programs

- 10 steps to preparing for a program
- Identify your personal approach to learning
- Training techniques to motivate learners

Train and Critique

- Conduct a sample program (videotaping is optional)
- Receive feedback from participants
- Refine your training skills and effectiveness

Typical Uses

Seminars, programs, supervisory and management development, and new product/service roll-outs

Material Options

Deluxe: All Parts-\$45 per person

Regular:

- Only Part 1-Handouts and Language System Diagnostic Instrument - \$20 per person
- Only Part 2-Handouts and materials - \$10 per person
- Only Part 3-A video tape of performance and feedback - \$10 per person