Train the Trainer

Duration

2 days

Public

People new to training or those with little experience of training. It concerns people who carry out training as part of their job

Objectives

- To increase professionalism of the trainers while at the same time helping them acquire techniques of group animation and behavioural techniques to observe in order to act efficiently in all circumstances
- To teach them to evaluate well the knowledge and the aptitudes of each participant
- To help them take into account the laws of the pedagogy of adults
- To give elements to build a seminar and to articulate the various modules well
- To show them how to write a training manual
- To help them to develop exercises and effective teaching supports
- To teach them the techniques of communication allowing to pass on a message efficiently, and to stimulate its memorising
- To learn to use well audio visual means
- To incite them to follow-up and implement the acquired techniques

Program

- Introduction
    - The laws of adult learning
    - The behavioural rules to observe
    - Traps and pitfalls to be avoided
- The development of a training scheme
    - Analysing training needs
    - Evaluation the knowledge and aptitudes of participants
    - Determination the contents of training
- The structure of the seminar and the articulation of the various modules
- Drafting a syllabus
- The preparation and the means of teaching support
    - How to develop and apply efficient exercises, case studies and tests
    - Video-taped role plays
    - Group discussion

- How to animate a training in an efficient manner
  - The various styles of animation
  - How to determine the style of optimal animation according to the matter, the objectives of the seminar and the characteristics of each participant
  - The basic techniques to activate a group
  - The motivation techniques
  - The involvement techniques
  - The art of asking the right question
- Principal techniques of communication to pass on a message efficiently
- How to stimulate listening and participation
  - How to ensure a good comprehension of messages
  - The techniques to stimulate memorising
- How to reinforce one's charisma and one's capacity to convince
- How to adapt to the different types of participants
  - The different profiles of participants
  - How to identifty them
  - How to handle them
- The use of the audio visuals
  - The overhead projector
  - The videoprojector
  - The flip chart
  - The camera
  - The video tape recorder
  - Other didactic means of support
- Handling difficult situations
  - How to answer difficult or inopportune questions
  - Recommendations to face participants who are nervous, not attentive, indifferent or negative
- Evaluating the effect of seminars and trainings
- Ensuring efficient training follow-up

Methodology

An interactive training which offers the opportunity to the participants to discuss and practice the way to handle a range of training challenges. All the participants will give a training session of 15' on day 2 to practice their skills. Before the training, we send a pre-course questionnaire to all participants. The responses are confidential, and will be used to make sure that the course meets the needs of all the participants. We are also happy to look through delegates' training material, in order to discuss it with them on the day of the course.