



Train the Trainer



Train the Trainer Course Outline

Foreword:

This is a high impact, high intensity Train the Trainer course designed for workplaces that need trainers that will hit the ground running as soon as possible.

This is not a box ticking exercise for passing assessments, this is for people that need the skills to train in today's professional workplaces.

This **Train the Trainer** Training Program is designed to benefit employees that are being asked to design and/or deliver training in the workplace. Participants learn about the learning needs of adults, planning and developing different types of training, delivering and assessing the success of the training.

Introduction

This Train the Trainer course covers all the important elements of workplace training. Participants learn about the learning needs of Adults, planning and developing different types of training, delivering and assessing the success of the training.

Who should attend?

This Train the Trainer course is designed to benefit employees that are being asked to design and/or deliver training in the workplace.

Learning Outcomes

- Establish the fundamentals of effective training
- Identify key criteria of adult learning
- Communicate your message effectively
- Identify barriers to learning
- Prepare a training session
- Assess the learning
- Provide feedback
- Deliver a training session
- Create feedback form

Course length

- 3-days

Train the Trainer Training Course - Lesson 1 **Fundamentals of Training**

- Effective Workplace Training
- What makes Training Effective
- Types of Training
- Skills and Attributes of an Effective Trainer
- How to Provide an Inclusive Learning Environment
- High Emotion - Low Intelligence

Train the Trainer Training Course - Lesson 2 **Adult Learning**

- The Principles of Adult Learning
- VAK Learning Styles
- Presentation Mechanics

Train the Trainer Training Course - Lesson 3 **Communication Skills**

- Communication Model
- No "No" Words
- Barriers to Learning

Train the Trainer Training Course - Lesson 4 **Prepare Training Session**

- Determine Objective
- Introduction
- Mind-map the Content
- Build Presentation Mechanics
- Close Out

Contract Trainers Australia

Professional Trainers supporting
Training Departments
Project Teams &
Training Companies across Australia



0488 098 778

enquiries@contracttrainers.com.au
contracttrainers.com.au

<p>Train the Trainer Training Course - Lesson 5 Session Plan</p> <ul style="list-style-type: none">• Why have a Session Plan?• Create a Session Plan	<p>Train the Trainer Training Course - Lesson 6 Assessment</p> <ul style="list-style-type: none">• Designing effective assessment• Delivering and administering assessment• Assessment Tools
<p>Train the Trainer Training Course - Lesson 7 Feedback</p> <ul style="list-style-type: none">• Feedback Sandwich• AEIOU	<p>Train the Trainer Training Course - Lesson 8 Deliver Presentation</p> <ul style="list-style-type: none">• Deliver your Presentation• Be Videoed whilst Presenting
<p>Train the Trainer Training Course - Lesson 9 Feedback Forms</p> <ul style="list-style-type: none">• Self-Analysis• Peer Feedback	

Train the Trainer Training is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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