

Training for Trainers

The aims of this 2-day workshop are to introduce participants to the key principles and skills behind running effective training sessions, and to give them an opportunity to practise training skills in a supportive environment.

What participants will be able to do as a result of the course will vary considerably from person to person, depending on the skills and experience they start with. At the very least, it is intended that all participants will leave the course able to deliver a short, inter-active session within a training or briefing event.

Course outline

Day 1 Introduction to the course and participants

The different ways that people learn – understanding individual learning preferences

Assessing learning needs – using skills audits

The training tool-kit – techniques for enabling learning in groups: presenting information, stimulating and energising, and experiential learning. Practising different training tools in small groups.

Using audio-visual aids and producing hand-outs

Planning a training session – how to structure activities within a session

Day 2 Preparing for training: participants will prepare their own short sessions

Practice session: all participants will have an opportunity to deliver a training session on a topic of their choice, with feedback from others

Next steps: personal action plans