

Training for Trainers

Course Outline

The provision of internal training can enable experienced staff to impart essential skills and knowledge to their colleagues. However, training can only help an organisation to achieve its strategic objectives if it is well planned and delivered, and if the time and resources invested are worthwhile and cost-effective.

KEY AIMS

1. To assist the organisation to achieve maximum performance, by developing training skills for selected members of staff.
2. To enable participants to develop and motivate others through effective planning, delivery and evaluation of training.
3. To focus on the key skills and techniques of training in relation to specified staff development issues/topics.
4. To cover essential topics in a relatively short time, whilst ensuring an immediate impact on performance.
5. To accommodate a range of learning styles, by including a variety of role-plays, group challenges, practical exercises, opportunities for personal assessment, and presentation of key techniques and strategies.

KEY BENEFITS

Participants will learn how to:

- Prepare and deliver effective, objective based training sessions
- Overcome initial concerns and anxiety about training
- Make their training interesting and motivating by understanding how people learn
- Chose and implement appropriate, well paced learning methods
- Handle “difficult” participants and ensure every participant benefits from the training
- Evaluate their training sessions, and ensure that useful feedback is fully utilised

Your organisation will:

- Enable experienced staff to impart essential skills and knowledge to colleagues
- Ensure that time and resources dedicated to staff training is worthwhile and cost-effective
- Achieve strategic objectives through targeted training
- Have more confident and competent trainers
- Have more productive teams that operate to their full potential
- Have more motivated and committed team members

COURSE CONTENTS

- **Identifying training needs** – Conducting a Learning Needs Analysis in order to identify needs and devise appropriate learning outcomes
- **The learning process** - Motivating people to learn, by accommodating a range of learning styles and preferences
- **Group behaviour** - Handling different types of participant, and encouraging participation, by using effective facilitation skills
- **Developing course content** - Structuring group training sessions to ensure that the course is balanced, motivating and easy to follow
- **Consolidating learning** – Using effective questioning techniques, offering constructive feedback, and using helpful exercise sheets to ensure that learning has taken place
- **Preparing to deliver a training session** – Developing a useful pre-course check-list, and preparing personalised training notes
- **Training techniques and methods** – Understanding the relative merits and suitable applications of a range of tools to aid learning
- **Presentation skills** - Using visual aids and handouts as a means to enhancing learning
- **Evaluating a training session** – Considering the benefits and uses of effective evaluation, and identifying a range of effective evaluation techniques and tools
- **Putting the Skills into Practice** – Utilising the skills and knowledge gained in order to deliver a practice session, and receive constructive feedback
- **Personal Development Planning** – Reflecting on current strengths and weaknesses and identifying ongoing personal development needs, within a constructive action plan.

FEEDBACK

- “Excellent – very useful - Look forward to seeing you again!”
- “The most useful part of the course was the practice session – it was a good tool for reflection and feedback”
- “The materials were varied and provided useful tools to look at the methods I use for training”
- “The facilitator made it interesting and covered all of the subjects in a real and applicable /relevant way”
- “The timing was good and the structure meant that a lot was covered without being rushed”

COST

We understand that training is an investment - not just in terms of the cost, but also in time. We are therefore committed to providing excellent value by ensuring that our open courses are competitively priced. Unlike other inexpensive open/public courses, we deliberately restrict the number of places so you can rest assured that the training will be focused on the needs of every delegate, and will be an effective learning experience.

Fees for 2-day open courses from H2 are as follows:

- Per delegate: £480 + VAT
- 2 or more delegates: £420 + VAT each
- Public Sector: £420 + VAT
- Registered Charities or self-funding individuals: £375 + VAT

Fees are fully inclusive of:

- Course tuition / materials
- Workbook, with comprehensive reference materials / proformas
- Lunch / refreshments
- Personal action planning
- Certification (on request)
- Follow-up support (on request).

CONTACT

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