



The You Space

Learning that's all about you!

Train the Trainer One day workshop

A quality trainer is the most important factor in successful workplace learning. Good learning material can be destroyed by a bad trainer, and bad material can be made powerful and exciting by a good trainer - it's all in the quality, confidence, attitude, and skill of the person leading the learning.

Using a mixture of models, discussion, self checks, and activities, participants will not only understand the vital role they play as trainers and facilitators in the learning process, they'll learn new theory and skills to develop themselves as quality learner-centred trainers.

The focus of the session will be for participants to play to their own strengths, and build on them while ensuring that the learning they deliver in their workplace is all about the learner.

The one day interactive workshop is particularly powerful for those new to the learning role, or who do a spot of training here and there, or knowledge experts who are asked to "train" in their specific field (and would like to know how to do it better). It's a great way to learn the basics and gain confidence in getting out there and delivering learning that "sticks". It's a fun, relaxed workshop, but still action packed with models and skills practice.

The workshop is also great for experienced trainers who would like to rejuvenate themselves, review theory, or perhaps pick up a few new ideas. It's ideal, too, for those coming out of a Cert IV in Training and Assessment - this gives a reality check to all the newly acquired theory!

Participants will come away with a new awareness of their learners - learner needs, how to engage them, and ultimately how best to ensure that learning takes place. Participants will also have a new awareness of themselves as Trainers and how best to use their strengths and personality to facilitate quality workplace learning.

At the end of the session participants will be able to:

- Discuss the importance of workplace learning
- Put themselves in their learner shoes when designing and delivering learning
- Discuss the many roles of the Trainer and the roles and responsibilities they hold
- Discuss Learner styles and the Learning Process and adapt learning appropriately
- Conduct a basic Training Needs Analysis
- Set behavioural objectives for a training session
- Use a Training Design Audit template for designing learning
- Use the ROPES model to write and deliver a training session
- Give effective and appropriate feedback to learners
- Discuss the Communication Model and communication barriers in training
- Confidently run a group learning session, or one-on-one session, and discuss how to adapt to both
- Identify their strengths and personality as a Trainer, and develop strategies to work with these strengths to ensure quality learner-centred training

This workshop can be adapted to an intensive half day session, or even a 2 hour session - it can be molded to suit your needs, time constraints, and desired learning outcomes