

TRAIN THE TRAINER

*Developing instructional techniques for professionals
(Maximum 10 delegates)*



COURSE OVERVIEW

This workshop is a highly practical event designed to enable trainers to prepare, design, construct, deliver and evaluate high-impact learning sessions. That is to deliver sessions that stimulate attention and enable learning to meet objectives.

It also enables trainers to produce training skills that are relevant to the organisation, achieving its mission, vision and goals, as training professionals are under increasing pressure to show that their programs are well-designed and produce worthwhile results.

Delegates will learn the how-to's of linking training objectives to business needs, including a process to measure the results. The entire workshop will focus on how to gain impact from training programs that lead to an increase in performance on the job.

Throughout this week long program delegates will be given the opportunity to practise program design and presentation skills each day resulting in a final assessment of ability on the last day.

COURSE OBJECTIVES

The knowledge and skills learned in this course will underpin the ability to:

- *Plan a logical approach to training design*
- *Identify adult learning theory*
- *Improve the quality of learning sessions and maximise the benefit to the attendees*
- *Write training objectives*
- *Conduct a competency based training needs analysis*
- *Select, sequence and structure the training content to achieve the objective*
- *Design interactive training events*
- *Utilise case studies*
- *Deliver effective and engaging training sessions*
- *Select and use dynamic visual presentations for support*
- *Identify solutions to difficult situations during training sessions*
- *Build skills in giving and receiving feedback*
- *Create the right learning atmosphere*
- *Use evaluation methods to measure training objective achievement*
- *Assess changes in competence*

WHO SHOULD ATTEND

This course is designed for those who are new to delivering training sessions or existing trainers who wish to refresh their skills. The program supplies the know-how and practice to build up the confidence and competence they need to prepare their own material thoroughly and deliver training effectively and professionally.

It is also for those professionals and managers who would like to improve their delivery skills (I.T. and Safety Trainers for example) as part of their job function.

COURSE DURATION

5 Days

COURSE LANGUAGE

English

PROGRAM METHODOLOGY

Most programs of this nature take much longer due to the extensive practice sessions required to develop the skills of preparing good training material and practice the art of presentation, therefore numbers are restricted to a maximum of 10.

In this program we will focus on material preparation and the fundamentals of trainer presentation. This will be accomplished by the use regular practice sessions in material preparation and presentation skills.

There will also be emphasis on the use of audio visual aids, evaluation techniques, analysing needs and understanding how adults learn. Participants in this workshop will be expected to develop their skills in “engaging” learners and present their material with “impact”.

PROGRAM CONTENT

Module 1- What is a Trainer?

Are you ready for training?
Introduction to presentation

Module 2 – Adult Learning Theory

Why adults learn
How the brain works
Multi-channel messages
VHF
Learning and participation

Module 3 – The Training Cycle

5 stages of the training cycle
Evaluating performance

Module 4 – Assessing Needs and Learning Objectives

Conducting a TNA
4 approaches to TNA
Writing objectives
Task analysis

Module 5 – Developing the Training Design

How to begin
Openings and icebreakers
Designing the body
Activities, demos, cases, games, role plays
PowerPoint presentations

Module 6 – The Training Environment

Seating arrangements
Lighting and equipment
Flipchart design

Module 7 – Implementing Training Design

Facilitation vs Presentation
Experiential learning worksheets
Communication
REACT

Module 8 – Stand and Deliver !

Open with a BANG
6 presentation skills
Presentation style

Taking questions
Smooth transitions

Module 9 – Visual Presentation

Use of pictures
Other equipment
Flipchart graphics

Module 10 – Training with Style

Style preferences
Brain dominance
NLP
Energising the group

Module 11 – Evaluation

Kirkpatrick's 4 Levels
Evaluation methods
Return-on-investment
Competency levels
6 building blocks

Module 12 – Transfer of Learning

Cognitive Dissonance Reduction
Responsibility
Objective criteria

Module 13 – Communicating with your Audience

Inter-personal communication
Listening skills
1-way versus 2-way communication
Communicate goals
Getting the message across

Module 14 – Training Trends

The training environment
Changes to be made
Ten tips for trainers

Module 15 – Final Presentation Assessment

Individual presentations

Appendix

Training Assessment Sheets
Training Feedback Sheets
Key Point Summarizer Sheets (3)

FACILITATOR/PRESENTER PROFILE



John B. Straker
M.Sc., P.G.C.E., C. Eng., M.C.I.P.D.
(British National)

John is an U.K. citizen who is a presenter of programs in the Management Sciences as well as a specialist Consultant in Human Resources, delivering training programs and undertaking H.R. projects for major corporations on a range of Organizational and Human Resource issues.

As a Principal Specialist in his field, he has extensive worldwide experience implementing performance solutions, graduate development programs, succession plans, establishing 'greenfield' H.R. functions and creating major management training and development centres of excellence and delivering seminars.

His HR and management development experience spans over 30 years in a global environment, working for a diverse range of multinationals including; Shell, Chevron/Texaco (Kuwait), Caltex (Bahrain), Foster-Wheeler (Yanbu) etc. This selection of companies has given him the opportunity to live and work in a variety of countries such as: Australia, New Zealand, Canada, USA, Europe and the Middle East.

Work Experiences in the Middle East and Qatar

- 2012 Negotiation Skills for QP
- 2012 Leadership for QP
- 2012 Negotiation for QP
- 2012 Management for QP
- 2013 Supervisory Skills QAFCO
- 2013 Leadership for QP
- 2014 Supervisory Skills for QAFCO

His academic posts include lecturing for the University of Wales, NEWI College and the other academic posting was with the King Fahad University of Petroleum and Minerals in Dhahran, Saudi Arabia.

John has held very senior positions in the management and human resource fields, for example; Consultant to the Vice President of Chevron, Group Manager of Human Resource Development for the Savola Company, Jeddah, Learning Program Manager, Foster-Wheeler, Yanbu and Head of Employee Development for Dubai Aluminium.

During his time in Dubai, he created - from a green-field site – the management and graduate development center for the oil, gas and aluminium industries. The Centre was opened by H.R.H. Princess Anne and recognized by the World Bank as one of the most advanced centers for HRD in the Middle East. Later in his career, he established the Management Centre of Excellence for Savola in Jeddah, which became a self-funding institute due to the demand for the first class presentation of its programs.

Presently, he now conducts programs in Qatar, UAE, Bahrain, Oman and Saudi Arabia in a range of management and supervisory programs and human resources plus undertaking H.R. projects to help organizations improve performance at the individual and organizational level. **His interests lie in developing potential in all employees by creating a highly interactive learning environment.**

John, therefore, conducts programs that are action oriented in style, with group and individual participation. His aim is to deliver programs that meet the organizational needs with the goal of achieving business results.