

## Train the Trainer Course Outline

**Train the Trainer** course gives delegates an understanding of the characteristics of, and methods used by, the most successful trainers. By the end of this workshop, delegates will: Understand what makes a successful trainer, Know the different types of trainer, Be able to improve their skills in the key areas of questioning, listening and presentation

**Classroom training based on practical application on assignments/project after every session.**

### **COURSE CONTENT:**

#### **Introduction and Course Overview**

##### **The Basics of Being an Effective Trainer**

- What is a Trainer?
- Characteristics of a Successful Trainer
- Common Mistakes and Solutions
- Stimulating a Readiness to Learn

##### **Case Study: Terry's Terrible Day**

Be able to analyse and explore the reasons why a training session can go wrong using a case study example.

##### **Types of Trainers**

- Systematic Trainer
- Directive Trainer
- Facilitative Trainer
- Interactive Trainer

##### **Trainer Style: Being Normal**

- Being Genuine
- Being Humble

##### **Communication Skills for Training**

- Good Communicators
- Your Role as an Effective Communicator

### **Questioning Skills for Trainers**

- Open Questions vs Closed Questions
- Probing: Digging Deeper
- Questioning as a Training Technique

### **Listening Skills for Trainers**

- Your Listening Skills
- Active Listening Skills in Training Sessions

### **Presentation Skills in Training**

- Presentation Tips
- Telling vs Showing
- Overcoming Nerves

**Above is our standard course outline, please suggest if you would like to include also few topics during the training to make sure it covers all your requirements and make this course a customized course.**



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