

Train the Trainer - Master Trainer Programme

This three-day train the trainer workshop will help you take your skills to the next level. Day three will occur a few weeks after days one and two, so that you have time to use the techniques to design your assessed session.

OVERVIEW

This course is for professional trainers and for people who regularly train as part of their roles within their organisation and who want an in-depth understanding of the design and delivery of modern training.

We will be asking you to reflect on your own style throughout the course. Days One and Two will cover the principles of design, delivery and learner engagement, and day three will give you the opportunity to deliver a short (30-minute) session which will be assessed. If successful, you will be awarded the ILM-endorsed Master Trainer Certificate. Day Three will occur a few weeks after days one and two, so that you have time to use the techniques to design your assessed session.

IS IT RIGHT FOR ME?

You will learn how to identify the key components of a training programme, understand the use of accelerated learning techniques, become familiar with the structure and requirements of programmes leading to formally accredited management qualifications and be able to plan, structure and deliver successful training in both knowledge and skills.

WHAT WILL I LEARN?

By the end of this course you will be able to:

- Identify the key components of a training programme that is meaningful to all learning styles.
- Know the structure of a training programme and have designed a short session that truly encourages delegates to remember and be able to use the content.
- Use accelerated learning techniques to deliver in a really interesting style.
- Become familiar with the structure and requirements of programmes leading to formally accredited management qualifications.
- Deliver a short training session that meets assessed master trainer standards.

PRE-COURSE ACTIVITY

So you gain maximum benefit, we will ask you to bring along the draft of your 30-minute session and also to reflect on a few questionnaires on your preferred communication and learning styles.

WHAT WILL IT COVER?

Day One

- Welcome, introductions and objectives
- The differences between lecturing, training, mentoring and coaching

Part 1: Training Structure

- An overview of the design cycle
- Defining training objectives that really mean something

- The principles of Accelerating Learning
- Understanding learning styles and the impact they have on structure
- The starting point - developing learning objectives into content
- Creating a delivery plan that maps onto different learning styles
- The structure - introduction, learning, reinforcement, review
- Teaching new skills
- Closing a session positively
- Putting these points into practice
- Understanding management qualifications
- The UK and European qualification frameworks
- Unit aims and objectives
- Linking structure to learning outcomes
- Preparing candidates for assessment
- Learning how to assess assignments - what to look for
- Putting it into practice

Day Two

Part 2: Style

- Training delivery, presentation and communication skills
- How people perceive what's happening to them - and why this and other communication skills are important to trainers
- Giving and seeking information
- Using questions effectively in training
- Giving and receiving feedback to build delegates' confidence

Part 3: Support

- How people learn - multiple intelligences and the skills development cycle
- What this means to our delivery
- Injecting enthusiasm and encouraging involvement
- Designing activities
- Using simulations, anecdotes, case studies and role playing
- Using handouts, toys and learning aids
- Stimulating all the senses - audio-visual reinforcement
- Handling difficult learners and situations
- Testing retention and understanding
- Closing a course in style
- Measuring success - validation and evaluation

Day Three

- Welcome back and reminder of assessment criteria
- Delegates' assessment sessions
- Review of the workshop - personal learning
- Closing exercise - something special!