

Train the Trainer Workshop

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of their job, you'll want to be prepared for the training that you do. Your participants will begin the process of becoming trainers themselves, and understand that training is a process where skills, knowledge, and attitudes are applied.

The Train-The-Trainer workshop will give all types of trainer's tools to help them create and deliver engaging, compelling workshops that will encourage trainees to come back for more. Skills such as facilitating, needs analyses, understanding participant's needs, and managing tough topics will give your trainees what the need to become a trainer themselves.

Workshop Objectives:

- Define training, facilitating, and presenting
- Understand how to identify participants' training needs
- Create a lesson plan that incorporates the range of learning preferences
- Create an active, engaging learning environment
- Develop visual aids and supporting materials
- Manage difficult participants and tough topics



For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Module One: Getting Started

Workshop Objectives
Pre-Assignment Review

Module Two: Understanding Training and Facilitation

What is Training?
What is Facilitation?
Identifying Appropriate Situations

Module Three: Gathering Materials

Identifying Participants' Needs
Reviewing the Materials
Identifying and Resolving Gaps

Module Four: Creating a Lesson Plan

Planning for the Basics
Adding Slack Time
Creating a Plan B

Module Five: Choosing Activities

Types of Activities
Preparing for Emergencies
What to Do When Activities Go Wrong

Module Six: Preparing for the Workshop

Creating a Materials List
Gathering Participant Information
Setting Up the Physical Location

Module Seven: Getting Off on the Right Foot

Greeting Participants
Being Prepared
Using Icebreakers and Energizers

Module Eight: Delivery Tips and Tricks

Using Visual Aids

Creating Supporting Materials
Break!

Module Nine: Keeping it Interactive

Encouraging Discussion
Using Group Work
The Power of Sticky Notes

Module Ten: Dealing With Difficult Participants

The Ground Rules
Challenges and Solutions
Handling Interruptions

Module Eleven: Tackling Tough Topics

Tough Stuff to Watch Out For
Adjusting Your Material for a Sensitive Issue
Dealing With Sensitive Issues in the Workshop

Module Twelve: Wrapping Up

Words from the Wise