

ADVANCED TRAIN THE TRAINER



HRTD107
HR, Training &
Development

COURSE TITLE

ADVANCED TRAIN THE TRAINER

COURSE DATE/ VENUE

24th -28th August 26'

London, U.K.

COURSE REFERENCE

HRTD107

COURSE DURATION

05 Days

DISCIPLINE

HR, Training & Development

COURSE INTRODUCTION

Advanced Train the Trainer (TTT) program course presents skills, concepts, techniques and skill approaches with the purpose of providing participants with a foundation of training skills, based on a sound understanding of learning, so that they can construct and deliver training sessions that hold attendees' interest and achieve desired outcomes.

The program has been designed to develop practical skills of the trainer. In order for these skills to be applied in a systematic and appropriate way, this program also establishes an understanding of the way in which people learn and the environment necessary for this to take place.

COURSE OBJECTIVE

Upon successful completion of this course, the delegates will be able to:

- ✓ Explain the learning process and identify how it should be used when constructing a training event;
- ✓ Prepare session plans to achieve agreed learning objectives;

- ✓ Design and use visual and audio aids that contribute to learning;
- ✓ Conduct interactive, face-to-face sessions that demonstrate achievement of the instructional learning objectives for each module;
- ✓ Give and receive properly structured, developmental feedback to improve people's skills as facilitators of the face-to-face learning.

COURSE AUDIENCE

Train the Trainer program will be valuable and useful to those in training, managerial and/or HR positions whose responsibilities are to construct and deliver successful interactive, face-to-face training sessions, and need the knowledge, skills and tools to lead a training session with absolute confidence.

COURSE CONTENT

DAY 1

Introduction

- Introduce the trainers and participants to each other
- Define the participants' expectations of the course
- Determine the trainees' needs
- Provide suggestions for effective participation in the Advanced Training of Trainers course
- Introduce the goal of the training and the unit objectives
- Review the exercises "Where Are We?" and "Reflections."

The Training Strategy

- Research and analysis – TNA
- Training needs analysis
- Developing your customer base
- Building a training strategy
- Presenting strategy for impact
- Organizations and Change – driving the need for training
- Responding to organizational change

- Workshop – Training project to support major cultural change

DAY 2

Planning for Training

- Describe the steps needed to plan for training implementation
- Describe how to choose participants
- Develop selected components of a training curriculum
- Describe how to pilot test the training curriculum
- Explain the importance of developing tools to assess knowledge and skills
- Explain how to choose a clinical training site
- Explain how to develop a clinical training site

DAY 3

Implementing Training

- Demonstrate the four types of role-play
- Demonstrate a variety of advanced brainstorming techniques
- Demonstrate how to develop a case study
- Demonstrate the technique of mind mapping
- Demonstrate the use of advanced lecture techniques
- Demonstrate the use of advanced discussion techniques

Demonstrate the use of games and experiential learning exercises

DAY 4

Implementing Training (cont')

- Effective Openings
- Writing Clear Training Objectives
- Group Dynamics
- Dealing With Problem Participants
- Group Training Techniques
- Activity-Based Learning
- Using Visual Aids To Enhance Training Sessions

- Seating For Success
- Preparation For Day Three
- Interactive Training Sessions To The Group
- Stop - Start - Continue - What Needs To Be Changed?
- Training Evaluation
- How Effective Is Your Training?
- Kirkpatrick's Levels Of Training Effectiveness
- Transfer Of Learning To The Workplace
- Action Planning

DAY 5

Examination of various Validation and Evaluation Techniques

- Delivering improvements using - "SMART" objectives
- Application of the 10 step training model using a case study and group discussions
- Applying Validation Techniques and Methodologies
- How to construct Evaluation Surveys and implement improvements
- How to present results - evaluation in action - case studies
- Provide an overview of the four levels of evaluation
- Develop tools for Level 1: Reaction Evaluation
- Develop tools for Level 2: Learning Evaluation
- Describe Level 3: Behaviour Evaluation
- Describe Level 4: Results Evaluation

Training Follow-Up

- Provide an overview of training follow-up
- Develop tools for training follow-up

COURSE CERTIFICATE

TRAINIT ACADEMY will award an internationally recognized certificate(s) for each delegate on completion of training.

COURSE FEES

£5,500 per Delegate. This rate includes participant's manual, Hand-Outs, lunch, coffee/tea on arrival, morning & afternoon of each day.

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions