



Phone: 1300 121 400
Email: enquiries@pdtraining.com.au



This highly effective and engaging course is designed for organisations that need trainers that can hit the ground running. It will not be a simple box ticking exercise, but will be tailored to ensure it can be directly applied to your workplace.

These fun, high-energy training courses are delivered by experienced professionals throughout Australia, including Brisbane, Sydney, Melbourne, Canberra, Adelaide and Perth.

Train the Trainer Training Course Outline

Foreword:

This is a high impact, high intensity train the trainer course is designed for workplaces that need trainers that will hit the ground running as soon as possible.

This is not a box ticking exercise for passing assessments, this is for people that the skills to train in today's professional workplaces.

This **Train the Trainer** Training Program is designed to benefit employees that are being asked to design and/or deliver training in the workplace. Participants learn about the learning needs of adults, planning and developing different types of training, delivering and assessing the success of the training.

Learning Outcomes

- Design a training course targeted for adult learners
- Plan the delivery of a course by ensuring that all the key elements of effective training are present
- Learn how to communicate one's message effectively
- Develop techniques to overcome barriers to learning
- Prepare and deliver a training session
- Learn to construct assessments to validate the learning
- Gain techniques for providing encouragement and coaching during the training process
- Create post-course evaluation forms
- Evaluate their peers and also receive feedback from them during class
- Be provided, upon request, a filmed DVD of each participants in-class presentation

Course Length

- 3 - days

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Train the Trainer Training Courses are delivered by **pdtraining's** Train the Trainer training specialists in Brisbane, Sydney, Melbourne, Adelaide, Canberra, Perth and Australia wide.

Train the Trainer Training Course - Lesson 1
Fundamentals of Training

- Effective Workplace Training
- What makes training effective
- Types of training
- Skills and attributes of an effective trainer
- How to provide an inclusive learning environment
- High emotion - low intelligence

Train the Trainer Training Course - Lesson 6
Assess the Learning

- Designing effective assessment
- Delivering and administering assessment
- Assessment tools

Train the Trainer Training Course - Lesson 2
Adult Learning

- The principles of adult learning
- VAK learning styles
- Presentation mechanics

Train the Trainer Training Course - Lesson 7
Feedback

- Feedback Sandwich
- AEIOU

Train the Trainer Training Course - Lesson 3
Communication Skills

- Communication model
- No No Words
- Barriers to learning

Train the Trainer Training Course - Lesson 8
Deliver Presentation

- Deliver your presentation
- Be Videoed whilst presenting

Train the Trainer Training Course - Lesson 4
Prepare Training Session

- Determine objective
- Introduction
- Mindmap the content
- Build presentation mechanics
- Close out

Train the Trainer Training Course - Lesson 9
Feedback Forms

- Self analysis
- Peer feedback

Train the Trainer Training Course - Lesson 5
Session Plan

- Why have a session plan?
- Create a session plan

Train the Trainer Training Course - Lesson 10
Wrapping Up

- Course review
- Wrap up



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Web Links:

View this course outline

- <http://pdtraining.com.au/train-the-trainer-courses>

In-House Training – *Instant Quote*

- <http://pdtraining.com.au/in-house-training-instant-quote/>

Public Classes – *Enrol Now!*

- <http://bookings.pdtraining.com.au/publicclassbooking.aspx>

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