



Training Skills Workshop for MCT Prep

Competências Empresariais - Gestão TI

- **Nível:** Entrada
 - **Duração:** 35h
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Sobre o curso

Trainers are facing increasing pressure to demonstrate their value in today's demanding environment.

This comprehensive program will equip trainers with the knowledge and skills they need to deliver engaging, interactive, and effective training.

Destinatários

This course is for trainers who are new to training or have been delivering training for under six months and wish to formalise their skills and knowledge with a recognised qualification. They do not need any previous qualifications in training. The course will help trainers who deliver virtually or face-to-face.

Programa

- Factors Affecting Learning
- Training Delivery Style
- Training Session Structure
- Learning Objectives and Assessments
- Questioning Techniques

Factors Affecting Learning

- How training differs from presenting
- Understanding and overcoming learners' concerns
- Managing learning overload
- The Learning Cycle
- The AGES model
- Implications for how trainers deliver learning

Training Delivery Style

- Deliver with credibility, confidence, and enthusiasm
- Create a positive learning climate
- Encouraging participation
- Give praise and recognition to learners for their efforts
- Use training aids effectively
- Coach learners when necessary

Training Session Structure

- Get a session off to a good start
- Be clear about outcomes
- Set a route map for the session
- Identify learners' prior experience
- Build clear and well-structured content
- Deliver content efficiently and interactively
- Reinforce and consolidate key learning points
- Review learners' progress
- Adapt your approach if necessary
- Review and conclude a session

Learning Objectives and Assessments

- Write a clear and concise learning objective which includes the three essential elements
- Ensure that the three elements support each other
- Assess whether learners have achieved the learning objective

Questioning Techniques

- Encourage learner participation
- Use questions to help learners generate their own insights and to take responsibility for their learning
- Handle learners' questions effectively