



Training Skills Workshop for Experienced Trainers, MCT Prep

Competências Empresariais

- **Nível:** Intermédio
 - **Duração:** 21h
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Sobre o curso

The need for effective training has never been greater and trainers have never been under more pressure to prove their worth.

This comprehensive programme gives experienced trainers the knowledge and skills they need to deliver interactive, participative, and effective training.

Destinatários

This course is for trainers who have been in the role for 6 months or more, whether delivering virtually or face to face. It provides a way for you to formalise your skills and knowledge with a credible qualification. You do not need any previous qualifications in training.

Programa

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

Factors Affecting Learning

- How training differs from presenting
- The AGES model
- Implications for how trainers deliver learning

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
- Establish the benefits of the session
- 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

Training Delivery Style

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

Questioning Techniques

- Using questions to help learners generate their own insights and take responsibility for their learning
- Using questions to check learning
- Handling learners' questions effectively