



# Course Outline

## Train the Trainer I:

### An Introduction to Training Skills

Minimum and Maximum Learners: 06 - 12      Duration: Two Days      Timings: 10:00 – 16:30

#### Suitable for

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Anyone who is new to training design and delivery or those with some experience who wish to know more about the main theory behind effective training

#### Aim

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To introduce learning theory and training skills to plan, deliver and evaluate a training course. You will assess and develop your training skills and techniques.

*This course is for small groups to enable skills practice and personal coaching.*

#### Learning Outcomes

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By the end of the course, you will be able to:

- ☑ **Identify** what makes good, effective training.
- ☑ **Describe** the attitude, knowledge and skills of an effective trainer.
- ☑ **Explain** the learning and training cycles and experiential learning.
- ☑ **Name** the 10 Principles of Adult Learning.

- ✔ **Define** and write training aims/objectives and learning outcomes - and differentiate between them.
- ✔ **List** the steps involved in planning and delivering a training session.
- ✔ **Identify** and discuss training methods – and potential advantages/disadvantages.
- ✔ **List** the 10 most essential training skills for effective trainers.
- ✔ **Identify** learning style preferences and their impact upon training design and delivery.
- ✔ **Plan, deliver** and **evaluate** a training session.
- ✔ **Outline** key considerations about being inclusive when designing and delivering training.
- ✔ **Develop** strategies for handling group dynamics in any kind of situation.

## Benefits of Attending

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- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

## Training Style

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This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (\*email required)

## Other Courses to consider [\(Visit my website for details of these and other courses\)](#)

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- ➔ Assertiveness II: Assertiveness and Me in Action (2 Days)
- ➔ Coaching Skills for Managers
- ➔ EDI: An Introduction to Equality, Diversity and Inclusion (Frontline Staff and Volunteers)
- ➔ Facilitation Skills I: The Fundamentals of Facilitating Groups and Events
- ➔ Presentation Skills I: Magical Presentations to Engage, Empower, INSPIRE (2 Days)
- ➔ Train the Trainer II: Advanced Training Skills

