



TRAIN-THE-TRAINER

Course Template

Outcomes:

Participants will be able to effectively design, develop and facilitate a course, and also effectively evaluate the extent to which it achieved its sought outcomes.

Target Audience:

Those involved in developing and facilitating workshops

Duration:

Preferably two days

Objectives:

On completion of the training, participants will be able to:

- Apply the principles of adult learning, and cater for different learning styles
- Design workshops that meet the needs of the target group
- Use effective questioning, listening, body language and other elements of communication
- Be both assertive and empathic, and manage 'difficult' participants
- Use learning aids in a powerful, appropriate manner
- Provide suitable skills practice
- Evaluate the effectiveness of a course

Key Content:

- Adult Learning: key principles
- Meeting the needs of the target group
- Attitude, Knowledge and Skills/Competencies
- Key elements of communication
- Your communication style
- Verbal and non-verbal language
- Assertiveness and empathy
- Managing difficult participants
- Ice breakers/energisers
- Setting up the room
- Setting up and finishing a session
- Keeping on track
- Providing skills practice
- Key facilitation aids
- Training aids checklist
- Types of evaluation