PRESENT – COMMUNICATE - INFLUENCE

Train the Trainer Workshop

Course Information
Effective workplace instruction demands a balance of complementary abilities. This course shows you how to plan and organize training, transfer knowledge and skills and evaluate others in ways that are practical, relevant and enjoyable.

Overview of the Course Objectives

Our course provides a solid understanding of the theoretical and practical aspects of training and assessing within the context of Vocational Education and Training with a strong emphasis on designing delivering and assessing competency based programs to groups and individuals.

We will cover:

- Ensure the learning environment is healthy and safe
- Work in a vocational environment
- Link learning to standards/benchmarks
- Design and develop learning programs
- Plan and organize training delivery
- Facilitate learning to groups and individuals
- Evaluate the impacts of learning programs
- Plan and organise assessments
- Assess competence
- Develop plans and checklists for delivery and assessment
- Identify/use learning resources and equipment
- Create the right environment
- Deal with resistance
- Avoid the sins of poor presenters
- Improve communication skills
- Practice and demonstrate delivery and assessment processes

We have been delivering Train the Trainer workshops in Australia, the Pacific, Eastern Europe and the Indian sub-continent for more than a decade.

Building on this experience, our Train the Trainer workshop has been developed to provide trainers with hands-on experience in designing and delivering training programs. Many of the activities undertaken during the workshop will be performed in groups. We have found this strategy particularly useful in developing the knowledge and skills of participants and in preparing them to deliver work-based training programs.
Overview of the 3 day Workshop

Our face-to-face training consists of a three-day workshop customised for corporate trainers, delivered on-site and encompassing the key principles of effective training program design, delivery and assessment:

<table>
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<tr>
<th>Day</th>
<th>Activity</th>
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| DAY 1 | • the training process  
• the training cycle  
• client consultation process: how to identify learning needs, conduct a training needs analysis and apply benchmarks  
• an introduction to adult learning principles  
• learning styles and preferences  
• accelerated learning principles  
• who are you: identifying your personal training style  
• how to establish a positive and safe learning environment  
• how to write and structure a course  
• "Training Don'ts" |
| DAY 2 | • sourcing and preparing the materials, the training environment, and yourself  
• the importance of planning, and timing  
• setting the tone  
• presentation and communication skills  
• working the room effectively and using your personal style  
• maintaining distance  
• understanding group dynamics  
• working with different learning styles  
• effectively using flip charts, electronic presentations, handouts and more  
• delivery skills  
• how to keep your training interesting, relevant and on-track  
• how to ask for and give constructive feedback  
• handling difficult situations and participants  
• group training vs one to one training |
| DAY 3 | • purposes for assessment  
• principles and rules of assessment  
• working with assessment tools  
• identifying appropriate assessment instruments  
• designing a training session  
• opportunities to play out or rehearse specific training and assessment scenarios and provide feedback  
• wrap up and review |

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