

## Duration

2 days

## Suitable For

All those responsible for delivering training sessions both formal and informal. The workshop focuses on both workshop design and the impact of the trainer. This course aims to take the mystery out of the design and delivery of delegate centred training and build confidence in all trainers.

## Objectives

By the end of the course delegates will be able to:

- Describe the role of the trainer.
- Identify the tools and techniques of successful 'stand and deliver' training.
- Understand and demonstrate the principles of workshop design.
- Deliver a learning event.

## Course content

### How people learn

- Learning Styles Questionnaire
- Kolb's Learning Cycle
- 4 stages of learning

### Workshop Design

- Developing learning objectives
- Outcomes
- Measurement
- Assessment
- Evaluation

### Matching delivery methods to objectives

- Delivery Styles
- Facilitation and Presentation
- Trainer Grid

### The role of the trainer

- Building Rapport
- Creating a learning atmosphere
- Understanding delegate needs

### Taking control

- Use of training aids
- Trainer notes
- Handling 'difficult' delegates
- Relaxation

### Planning how and when to apply new tools/skills

- Action planning

### Course Evaluation and Next Steps