



## Train-The-Trainer II: Advanced Skills for the Practical Trainer

**Description:** Behind every spectacular training session is a lot of preparation and meticulous attention to detail. The truly skilled trainer can make a program exciting. The learners will have fun while they are learning. The facilitator has been able to involve their emotions as well as their minds. You will see the involvement, and you will feel the energy. To reach this stage as an adult educator isn't always easy, but success isn't just for the naturally gifted. It is possible for all of us who put effort into our personal growth and development, because we want the enormous satisfaction that comes from working with others to help them reach their potential as human beings.

### Session 1: Course Overview

#### Session 2: About Learning

- Preparing to Learn
- Understanding Learning
- Competencies for Adult Educators
- Accommodating Learning Preferences
  - o The Learning Process
  - o Preparing a Plan
  - o Learning Styles
- Adult Learning
- The Art of Facilitation

#### Session 3: About Training

- Planning a Workshop
- Training Plans
- Visual Aids
- Your Role as an Effective Communicator
- Training Tools and Techniques
- The Four Levels of Evaluation
- On-the-Job Support
- Difficult Situations
- Team Teaching
- Training Preparation, Evaluation, and Presentations

