



## Train-The-Trainer: The Practical Trainer

**Description:** *This workshop is designed to help the individual who is not (or at least not yet) a professional trainer. The focus is on the supervisor, manager or brand new trainer who has been asked to present or train a group of individuals; a task for which he or she has little prior experience. This on the job training can strike fear into the heart of the most skilled and experienced employee.*

### Session 1: Course Overview

### Session 2: The Program

- Defining a Successful Training Program
- Principles of Adult Learning
- The Four Basic Steps in the Learning Process
- Your Approach to Learning as a Trainer (The Learning Style Inventory)
- Your Learning Style
- Your Training Style (The Trainer Type Inventory)
- The Learning Cycle and the Training Process

### Session 3: The Trainer

- When is Training Necessary?
- *Planning Training*
  - o *Developing Objectives*
  - o *Planning and Designing the Program*
  - o *Training Methods*
  - o *Environmental Concerns*
  - o *Designing a Learning Sequence*
- *Types of Trainers*
- *Setting the Climate*
- *Common Errors in Training*
- *The Four Step Plan*
- *Characteristics of an Effective Trainer*
- *Dealing with Difficult Trainees*
- *Visual Aids*
- *Presentations (Mock Training)*
- *About Evaluations*
- *Review*