
TRAIN THE TRAINER

LENGTH

1 Day + Instructor-Led Workshop

FORMAT

Live

Do you need to create or deliver training sessions for your staff? Do you want to incorporate training into your meetings or other team events? Sooner or later it'll be time to share what you've learned, but sharing your knowledge without appropriate structure or technique can be a risky endeavor. Hours are often wasted preparing ineffective training content, and far too many trainings end in boredom and without any retention of the concepts being taught.

In this hands-on program, you will learn how to plan, prepare, and deliver training sessions that your learners will remember far after it's over.

LEARNING OUTCOMES

After taking this course, you should be able to:

- choose and develop a topic for teaching
- create an engaging and informative learning experience
- deliver your training effectively and on-time

COURSE OUTLINE

Planning Your Training

- Defining Your Purpose
- Pre-Training Evaluation
- Topic Selection & Scoping
- Understanding Your Target Audience
- Setting SMART Training Objectives

Organizing Your Ideas

- The Creative Process: Brainstorming, Note-Taking & Researching
- Validating Your Ideas

Creating Your Content

- Structure: The Pyramid Principle, Rule Of 3s
- Defining Your Training Format
- Presentation Visuals: Formatting Best Practices

Engaging Your Audience

- Using Stories, Examples & Case Studies
- Incorporating Games, Exercises, Video & Quizzes
- Engaging Your Audience
- Giving Constructive Feedback

Bringing It All Together

- Making Final Edits
- Writing Trainer's Notes
- Time Management
- Rehearsal Tactics
- Post-Training Evaluation

(Optional) Instructor-Led Workshop

- Develop & Deliver Your Own Presentation
- 1-on-1 Review & Feedback With Instructor