

# TRAIN THE TRAINER – PROFESSIONAL SKILLS FOR INSTRUCTORS TRAINING COURSE



## DESCRIPTION

This course is intended both for new instructors and those who would like to build on their existing instructional skills, giving multiple opportunities to evaluate and improve the way of design, conduct, and evaluation of any training event. With a strong focus on presentation skills and training best practices, the attendees will gain valuable feedback from experienced facilitators in this practical and constructive learning environment.

The course is highly interactive with independent classroom lessons which are recorded and analysed by the attendees and the instructor.

## COURSE CONTENT

### DAY 1

- Course introduction
  - List the objectives of the course
- Training techniques
  - Describe training process
  - Explain the characteristics of instructors
  - Explain the characteristics of students and ways to control group
- Independent classroom lesson
  - Students will conduct a lesson for a period of exactly 5 minutes

### DAY 2

- How people learn
  - Explain the definition of learning
  - Define the hierarchy of learning (6 phases)
  - Define the two main strategies of learning
  - Define the communication
  - Define the perception
- Lesson objectives
  - Explain how to define lesson objectives
  - Explain the relationship between the objectives and learning stages
- Explain BLOOM'S TAXONOMY

### DAY 3

- Training environment
  - List the types of training environments
  - Explain the advantages and disadvantages of a particular learning environment
- Training aids
  - List training aids
  - Explain use of different training aids

## WHO SHOULD ATTEND

- New prospect instructors
- Instructors wishing to build on their existing instructional skills and techniques
- Training managers.

## LEARNING OBJECTIVES

- Explain the theory of Classroom and On-the-Job Training and instructional methods,
- Explain the formal requirements of training,
- Explain the essential elements for the conduct of training,
- Apply basic methodical and didactical elements,
- Appreciate the impact of learning theories and human behaviour,
- Apply methods of stress relief and management,
- Demonstrate knowledge and skills during practical training simulation

## DURATION: 5 DAYS

The training will commence at 09.00 AM and finish at 17.00

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## COURSE CONTENT (CONTINUED)

- Training methods
  - List training methods
  - Explain lectures main features
  - Explain the characteristics of Workshop
  - Explain the stages of OJT training

### DAY 4

- Question techniques
  - Explain why we should use questions during training
  - Explain the types of questions
  - Explain the technique of asking questions
  - Explain how to deal with answers
- Motivation
  - Explain the factors that influence the motivation
  - Explain the impact of motivation on learning outcomes
- Stress
  - List the major symptoms of stress during training
  - Explain the impact of stress on the learning process

### DAY 5

- Training analysis
  - Explain the purpose of training reports
  - Present rules of training report preparation
- Examinations and Assessment
  - Types of evaluation and testing
  - Types of tests
  - Oral exam
- Independent classroom lesson
  - Students will conduct a lesson for a period of exactly 10 minutes

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