

# Trainer The Trainer



## Program Focus

This workshop has been developed to support our in-house trainers and facilitators and those using facilitation skills within their role. The programme focuses on the Learning Cycle, the role of the facilitator/trainer, tools and techniques for managing learning, using different methods of facilitating group discussions and meetings. By the end of this workshop you will have studied and practiced practical facilitation and training skills

## Course Highlights

### **The Role of the trainer/facilitator**

- Why train - benefits to the organization and individuals
- The difference between training and facilitation
- The qualities of a successful trainer/facilitator
- Remaining professional when faced with adversity

### **The Learning process**

- Learning, training, development and Facilitation – definitions
- The learning cycle
- Understanding learning cycles
- Adapting your training style to meet the needs of the audience

### **Establishing and meeting objectives**

- Preparation – identifying and writing objectives
- Building course/meeting content
- Sequencing material and developing course and meeting structure
- Building in questions to support the process

### **Training and Facilitation methods and Visual aids**

- Selecting the appropriate training methods
- The Facilitation continuum
- Facilitator- led discussions
- Use of Visual aids

**Course duration – 2 days**

**Course Cost - £795.00 per delegate (plus VAT)**