

Channel Islands Training & Development in partnership with
alexander consultants

TRAIN THE TRAINER
Two-day programme

Introduction

This two-day programme aims to introduce participants to the fundamental principles of Training. It applies equally well to both technical and soft skills training

Day 1

Session 1: Introduction, Signpost, Running Action Sheets

Session 2: Learning. How do people learn? Why do people learn? What are the main barriers to learning? Learning styles.

Session 3: Training. Identifying Training Needs. Setting Training Objectives

Session 4: Designing Training Programmes. The Training Design Model

Session 5: Delivery. Techniques for successful training delivery

Day 2

Session 1: Giving Feedback. Four basic principles.

Session 2: Practical Preparation. Time to plan a short training session

Session 3: Practical. Each participant delivers a 15/20 minute training session

Session 4: Feedback on practical session

Session 5: Evaluating training. Three opportunities to assess the success

Session 6: Implementation Model. The transfer of learning back to the workplace

To book please telephone 01534 737701 or fax 01534 737721
E-mail: mail@citd.co.uk or visit www.citd.co.uk