

Developing and Presenting Successful Training for Non-Training Professionals (Tier 1)

1 Day

Description

You may have spent years honing your skills and developing expertise in a subject area. Your colleagues recognize the depth of your knowledge and your keen ability to zero in on problems and elegantly resolve them. But now you've been thrust into a training role where you are not only required to exercise your skills, but communicate your knowledge to others. For many who assume a training role, that transition is not easy. Training involves a specific set of skills that an expert in a particular field may not possess. In this course, you will learn how to develop and present successful training.

Prerequisites

- None

Objectives

- ✓ Identify the training needs of your audience and the business requirements of your sponsor.
- ✓ Develop your training.
- ✓ Present your training.

Identifying the Training Needs

Establish the Training Charter
Perform a Needs Analysis

Creating Content

Develop Classroom Content
Write Engaging Instructional Material
Develop Activities
Develop Assessments
Develop Visuals

Presenting Your Training

Assess Your Strengths as a Trainer
Present Your Classroom Training
Manage Your Classroom Training

Present Your Remote Training
Improve Your Training

Appendix A: Activity: Establishing Your Training Charter

Appendix B: Needs Analysis Report Template

Appendix C: Sample Training Outline

Appendix D: Activity: Writing Engaging Instructional Material

Appendix E: Activity: Developing Activities

Appendix F: Activity: Presenting Your Training

Appendix G: Activity: Presenting Your Remote Training