

Training for Trainers – Delivery and Development (Tier 2)

1 Day or 2 Days

Description

Today, effective training programs are an integral part of a successful organization due to changes in technology and orientations of new workforces. Developing a training program is a skill that must be learned to keep training interesting for your participants and relevant to your company. Through this program you will learn to determine objectives based on the needs of your participants and apply the principles of good program design and development to the information you need to convey. You will also learn to determine the technique that is best for presenting each segment of your program and selecting appropriate visual aids to support your presentation.

Prerequisites

- None

Objectives

- ✓ Prioritize goals and objectives and work towards them in a specific order.
 - ✓ Organize daily activities into a schedule.
 - ✓ Realize when and why they procrastinate.
 - ✓ Tackle projects they tend to avoid and postpone.
 - ✓ Understand how self-discipline translates into time-management.
-
- Pre-Test/Feedback: The Delivery of Training and Development Programs
 - Exercise: The "Ideal" Facilitator
 - The Facilitator's Job -- Communication
 - Exercise: Facilitator Communication -- Barriers and Solutions
 - Assessment: Facilitator Inventory
 - Assessment: Feedback
 - Facilitator Styles
 - Guide: Techniques For Effective Communication
 - Review: A One Minute Inventory
 - Chart: The Interactive Relationship
 - The Dynamics of Group Communication
 - The Facilitator As A Change Agent
 - Feedback As A Communication Skill
 - Graphic: Facilitating the Adult Learner
 - Application of Learning
 - Post-Test and Answers: The Delivery of Training and Development Programs
 - Action Planning