

Training for Trainers – Design and Development (Tier 2)

1 Day or 2 Days

Description

Instructor, trainer, and facilitator have the same major goal: to transfer knowledge, skills, and/or new attitudes to each participant in their session. This program will teach you the techniques for successful instruction and set you on the path towards establishing your own “trainer identity.” You will learn to identify the characteristics of the learner/facilitator relationship, utilize methods to remove communication barriers, apply skills to improve training, plan ways to involve groups in the learning process and deal with the dynamics of a group. Lastly, you will learn to define and use specific methods for dealing with conflict and the change process.

Prerequisites

- None

Objectives

- ✓ Determine and write objectives based on the needs of your participants.
 - ✓ Understand and apply the principles of good program design and development to the information you need to convey.
 - ✓ Determine the technique that is best for you to use in presenting each segment of your information, and select appropriate visual aids to support your points.
 - ✓ Apply solid feedback concepts and techniques to strengthen your facilitation skills.
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- Pre-Test/Feedback: The Design and Development of a Training Program
 - Participant Analysis
 - Exercise: Participant Wants and Needs
 - Program Objectives
 - Exercise: Test Your Skill -- Learning Objectives
 - Guide: Writing Objectives
 - Exercise: Preparing Your Program Outline
 - Organizing Your Information
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 - Exercise: Your Program Outline
 - Exercise: Preparing a Teaching Plan/Guide
 - Resource Material: Techniques for Designers
 - A Word About Testing
 - Summary
 - Post-Test and Answers: The Design and Development Of A Training Program
 - Action Planning