



## Train the Trainer

Welcome to the Train-the-Trainer workshop. Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as part of your job, you'll want to be prepared for the training that you do. Our seasoned trainers will help you upskill your own training skills with different techniques and methods we also use. Learn how to use visual aids, presentations techniques, and structure your training materials effectively.

This workshop offers various types of training tools to help create and deliver engaging, compelling workshops that will encourage trainees to come back for more!

## **Course Overview**

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

Research demonstrates that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let's review our goals for today. By the end of this workshop, participants will be able to:

- Define training, facilitating, and presenting
- Understand how to identify participants' training needs
- Create a lesson plan that incorporates the range of learning preferences
- Create an active, engaging learning environment
- Develop visual aids and supporting materials
- Manage difficult participants and tough topics

## **Pre-Assignment**

In this session, participants will be identifying what they hope to learn and the goals they want to be addressed in the workshop.

## **Training Definition**

In this session, participants will be introduced with the definition of training and what should be expected when having a training. They will also learn the purpose that it serves and when should it be taken place.

### **Training includes:**

- Identifying the need for learning to take place.
- Securing management buy-in for training to be developed
- Creating participant-centered learning opportunities
- Evaluating the effectiveness of the training

## **What is Facilitation?**

Next, participants will know the definition of facilitation and how it is being differ from training.

## **Identifying of Participant's Needs**

In this session, the trainer will know how to recognise the need, want, and expectation of the participants and how to respond them properly and accordingly. They will also be taught the three basic steps of needs analysis.

## **Identifying and Resolving Gaps**

This session will introduce the participants with the four objective domains that will help them evaluate the possible gaps in learning.

### **Creating a Lesson Plan**

In this session, the participants will learn how to create a lesson plan and be taught about its importance and purpose for a successful and effective learning in training.

### **Adding slack Time**

In this session, the participants will be taught how to choose learning objectives to be covered in the training and to whom the training should serve as benefit.

### **Creating Plan B**

In this session, the participants will learn about creating a back-up plan for any unexpected circumstances to happen along the way. They will also know its significance and purpose.

### **Choosing Activities**

In this session, the participants will learn the appropriate and suitable activities to be conducted to promote consistency with the objectives for that day.

### **Preparing for the Workshop**

In this session, the participants will learn the materials that need to be prepared before the workshop begins. This will help the participants to feel competent when delivering the lessons.

### **Making a Good Impression**

In this session, the participants will learn the ways on how to leave a good impression to their participants and create smooth relationship with them.

### **Delivery Tips and Tricks**

In this session, the participants will be introduced with tips and tricks for them to conduct the workshop effectively and successfully.

### **Keeping it Interactive**

In this session, the participants will learn how their workshop will be interactive and encouraging that mainly centers on the participants' development.

### **Dealing with Difficult Participants**

In this session, the participants as a trainers will learn how to be prepared with the participants with difficult behaviors. They will also be introduced with the three rules that are important to be implemented during the workshop to help maintain orderliness.

### **Workshop Wrap-Up**

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

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