

## Train the trainer: Essential skills

Do you need to create or deliver training sessions for your staff? Would you like to incorporate training into your meetings or other team events? If so, let us share our decades of corporate training experience in Singapore with you!

In this workshop you will learn how to plan and deliver training sessions that meet the needs of your participants and engage them from start to finish. On day 3 you will work in teams to deliver a training session to the rest of the group.



### Outcomes

After taking this workshop you should be able to:

- select the best methods and activities for your group
- deliver well-structured training sessions that achieve their aims
- know how to engage participants and keep them focused

### This course is for you if...

You would like to plan or deliver effective training sessions at work.

## Train the trainer: Essential skills - Course outline

Module	Content
Introduction and openings / Workshop structure	<ul style="list-style-type: none"><li>• What makes a successful training session?</li><li>• Your current skills as a trainer</li><li>• Starting a training session</li></ul>
Planning and preparation / Interactive delivery	<ul style="list-style-type: none"><li>• Using energisers</li><li>• Understanding the needs of trainees, sponsors and stakeholders</li><li>• Planning your training session</li><li>• Writing SMART training objectives</li></ul>
Methodology / Managing people	<ul style="list-style-type: none"><li>• Structuring your training session</li><li>• Using a learner-centred approach</li><li>• Getting participation in the training room</li><li>• Grouping and regrouping trainees</li></ul>
Activities / Participant-led content + Giving instructions	<ul style="list-style-type: none"><li>• Using sensory learning preferences</li><li>• Making your sessions interactive</li><li>• Giving clear instructions</li><li>• Asking questions and correcting errors</li></ul>
Feedback and endings / Training mini-clinic	<ul style="list-style-type: none"><li>• Giving constructive feedback</li><li>• Delivering your training session</li><li>• Ending your sessions</li><li>• Post-course evaluation and action plan</li></ul>