



# Power-Up – Trainer Training

4-day programme (2 X 2 days)

## Overview

This 4-day train the trainer programme is interactive and covers basic learning theory, training techniques, and provides opportunities for practice of key skills, as well as a detailed walk-through of Power Hour Materials. It aims to provide up to 8 people with the skills needed to run interactive bite-size training sessions.

As part of the programme, you also get access to ALL Power Hour Training bite-size training modules.



## Objectives

By the end of the workshop, you will have:

- Become familiar with Power Hour bite-size training materials
- Considered how people learn, and what this means for running training sessions
- Learned about and practiced the key training skills of:
  - presenting
  - using visual aids
  - facilitating discussion
  - running activities
  - managing role plays
  - giving feedback
  - handling difficult delegates
- Delivered a bite-size training workshop and received feedback on your skills.

## Format

The programme consists of two 2-day workshops, 2-4 weeks apart. The first workshop is facilitator led, and focusses on providing the core skills required to deliver interactive training. The second 2-day workshop (ideally run 2-4 weeks after the first) allows each delegate to run a bite-size session and receive feedback and practical tips to fine tune their skills before going live.



## **Content**

The initial 2-day Workshop runs from 9.30-4.30 on each day and covers:

1. How people learn – and what this means for designing and delivering training
2. An introduction to Power Hour bite size training – how to use the materials
3. Preparing to Train – what you need to do before the event for delegates and yourself
4. Key skills in delivering training
  - a. Presenting
  - b. Facilitating discussions
  - c. Running activities
  - d. Managing role plays
  - e. Giving feedback and drawing out learning points
5. Practice of the above using Power Hour materials.
6. Transferring learning – how to help people put learning into practice
7. Summary and action planning

The follow-up 2 days (2-4 weeks after the initial workshop) provides each delegate with an opportunity to run a complete bite-size session for their colleagues, receive feedback from the facilitator and identify practical action points to fine-tune their skills.

Each day would consist of 4 people running a 1-hour session, with 20 minutes feedback. The end of the second day time is set aside for handling any questions and concerns that delegates have about delivering sessions for real.

The cost (correct as 1<sup>st</sup> Jan 2019) is **£11,995** or (if you prefer editable training materials) £14,495. *Prices are subject to facilitator expenses and VAT.*