



Train the Trainer

2-day workshop

Overview

This 1-day train the trainer workshop 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 is ideal for those who have run training in the past, or have experience of presenting/running meetings.

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 key training skills such as:
 - presenting
 - using visual aids
 - facilitating discussion
 - running activities
 - managing role plays
 - giving feedback



Content

The 2-day Workshop runs from 9.30-4.30 on day 1, and 9.00-4.00 on day 2 and covers:

1. How people learn – and what this means for trainers/presenters
2. An introduction to Power Hour bite size training
3. Preparing to Train
4. Key skills in delivering training
 - a. Presenting
 - b. Facilitating discussions
 - c. Running activities
 - d. Managing role plays
5. Practice of the above using the Giving Effective Feedback Power Hour materials.
6. Practical Session: delivery of Coaching People (using Power Hour materials)
7. Transferring learning
8. Summary and action planning



Course Outline

Overview of Workshop – Day 1

- 9.30 **Welcome, introduction, objectives and icebreaker**
- Discussion of why icebreakers are useful
 - Hopes, fears and expectations
- 10.00 **How People Learn**
- Introduction to the learning cycle and learning styles
 - Group activity and discussion
 - Completion of the Learning Styles Questionnaire
 - VAK learning styles
- 10.45 **Structuring Training**
- Structuring Training using MASTER
 - Card sort activity to identify which activities fit into which MASTER stage
- 11.15 *BREAK*
- 11.30 **Power Hour Training Materials**
- Review of what is included
 - How the 'read' a trainers guide
 - Links back to learning theory
 - Introduction to accelerated learning and the MASTER model – why the sessions are structured as they are
 - Using optional material
- 12.00 **Preparing to Train**
- Exercise to identify what needs to be done from the delegates' point of view, the trainers, and the practical arrangements.
 - Creation of a preparation checklist
 - Best practice tips for immediately before a training session.
- 12.45 *LUNCH*
- 1.30 **Training Skills: Presenting**
- Reverse brainstorm – what BAD presenting looks like – then reverse to identify what good looks like
 - Group discussion – how training is different from presenting
- 2.00 *BREAK and preparation of practical sessions*
- 3.00 **Practical Session**
- Delegates practice presenting the Feedback Power Hour.
 - Review and feedback of the activity
- 4.00 **Review of the Day**
- Summary of key learning points
 - Question and answer session
 - Overview of day 2 including 'homework' – become familiar with the Coaching Power Hour
- 4.30 **Close of day 1**



Overview of Workshop – Day 2

9.00 **Welcome, and review of day 1**

- Key lessons from day 1
- Review of MASTER and VAK
- Outstanding questions

9.45 **Training Skills: Managing Discussions and Facilitating Activities**

- How to brief an activity/discussion
- When to stand back and when to step in
- Keeping an activity on track
- Ending an activity/discussion
- Debriefing an activity/discussion

10.45 *BREAK*

11.00 **Training Skills: Running Role Plays**

- Activity: Why people hate role plays and how to take away the fear.
- Ways of running role plays
- When to intervene, and when to let things run
- How to assess and give feedback on role plays

12.00 *LUNCH and preparation of Coaching Power Hour*

1.30 **Practical Session**

- Delegates work in relay to deliver the Coaching Power Hour from start to finish.
- The session is reviewed and each person received individual feedback.

3.00 *BREAK*

3.15 **Transferring Learning**

- The sad tale of Del the delegate
- What YOU can do before, during and after training to make a difference
- What the delegates can do
- What other people can do

3.45 **Review of the Day**

- Summary of key learning points
- Question and answer session
- Application of Learning – What will you do now?
- Evaluation

4.00 **Close**

Feedback and Photos from Previous Workshops



“The workshop was well structured and tailored to the groups' existing knowledge and skills “

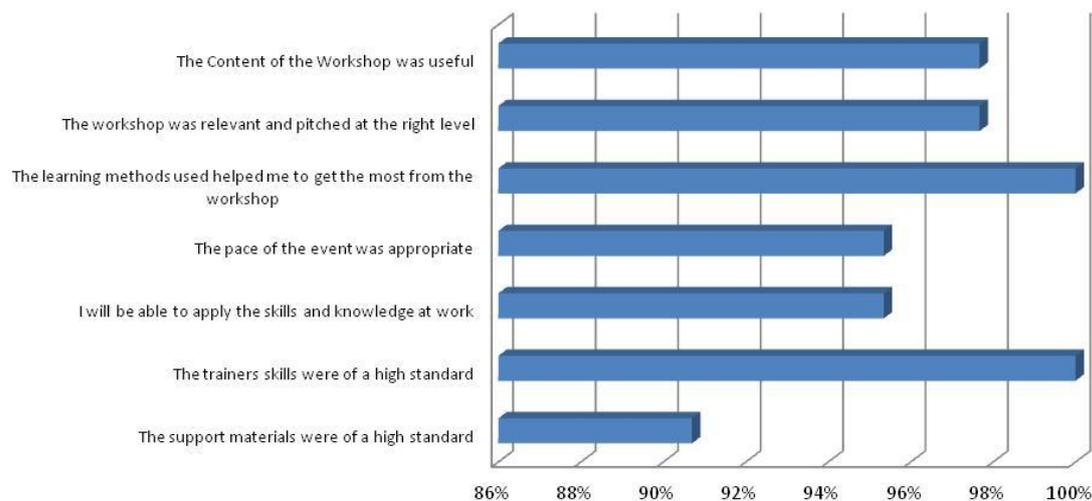


“Excellent workshop - easy to get involved and ask questions. Despite varying experience levels, everyone got to have their say and practice time”



“Relevant content and very little reading. The interactive nature made learning very easy”

Delegate Feedback from Train the Trainer Workshops



“The delivery and the content was pitched at the right level, and the use of different methods and materials really helped me to learn”



“The balance between theory and practice was perfect. The pace was good actually practising running training was invaluable”



“The training is relevant to my every-day role as a manager. I can actually visualise being able to use the material to enhance and develop myself and others”

