TRAIN THE TRAINER

ODYSSEY
TRAINING™

An **SGS** Company

PERSONAL DEVELOPMENT COURSE

COURSE OVERVIEW

Great training doesn't just happen. It requires much preparation and a truly skilled trainer to make an exciting program where participants have fun while learning. This course will give you tools and techniques to involve people's emotions, as well as their minds. You will see the involvement and feel the energy.

TOPICS COVERED IN THIS COURSE

The adult learner
Understand the six fundamental principles of adult learning.

Visual, auditory and kinaesthetic (VAK)
Techniques to combine the three sensory learning preferences into your training sessions.

Designing training programs
What you need to know to prepare and design a training session, including identifying the performance gap.

The ADDIE model
A commonly used training model consisting of five stages: analysis, design, development, implementation and evaluation.

The four levels of evaluation
Learn how to evaluate your success.

Training session plans
How to prepare a session plan to guide the training.

Preparing a training session
Prior preparation prevents poor performance.

Effective presentation
A six-step approach to delivering an engaging training session.

Identifying distracting habits
Improve your delivery through the prevention, treatment and cure of distracting habits.

Leading a session effectively
Develop your assertiveness skills in order to be an effective facilitator.

Dealing with difficult behaviours
Define challenging behaviours and develop assertive responses.

Supporting material and visual aids
Cater for different learning styles and prevent 'death by PowerPoint'.

Questions and feedback techniques
Implement techniques to help you ask better questions.

Handling answers to questions
Using questions to gain active group participation.

Training activities
Using various techniques to keep your adult participants interested such as ice-breakers, games, role playing and simulations.

LEARNING OUTCOMES

- Comprehend the fundamentals of adult learning and how to structure and deliver a program accordingly.

- Implement questioning techniques to maximise participant engagement.

- Produce a relevant training session for adult learners, including the development of a structured plan.

- Deliver individual and group training effectively while maintaining audience interest.

- Handle questions with confidence and deal with difficult behaviours assertively.

- Identify techniques to evaluate the training program.

CORE COMPETENCIES

- **Approachability**
- **Composure**
- **Presentation Skills**
- **Understanding Others**

Practical, relevant training developed for the Australian workplace.

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