



Course Syllabus

Train the Trainer

One Day • Instructor-led

This workshop is for those who will be teaching others. This applies to those who teach others new products in meetings or in a one-on-one setting, as well as those who're already trainers, just looking to brush up on some basic skills. You will be learning how to be a better trainer by using the experience you already have and or refining some presenting skills.

Learning Objectives

- Bringing the right materials and knowing your audience
- Knowing your material and what the most effective way to present it is
- The skills required to present
- Managing classroom flow
- Recognize the mood of the person(s) you're teaching
- Using each training session to grow as a trainer

Course Outline

Lesson 1: Preparation

- Dealing with anxiety
- Self preparation
- Classroom preparation
- Starting a day and ending a day

Lesson 2: Adult Learning

- Truth, value, and indexing test
- Multiple learning styles
- Four thinking styles
- Main types of classroom delivery

Lesson 3: Concept vs. Procedure

- Conceptual versus procedural thinking
- Building a concept tree
- Setup techniques
- Delivery Methods
- Following up after delivering a concept
- Courseware development and the VCP model

Lesson 4: Concept Delivery

- Assessment tools
- Pacing your day
- Analogies
- Questioning techniques
- Co-teaching and learning strategies

Lesson 5: Presentation Skills

- Components of presentation skills
- Linking to students

Lesson 6: Classroom Management

- Prevention and control messages
- Control strategies
- Handling disruptive students

Lesson 7: Burnout

- Identifying burnout and stress
- Dealing with and preventing burnout

Lesson 8: Evaluation and Growth

- Applying 3 levels of evaluation
- Identify growth