

## *Train the Trainer Essentials*

### **One Day Workshop**

***“Oh no... I have to deliver a training session!”***

Have you been asked to deliver a training workshop in your area of expertise or even in an area that you know little about? Are you concerned about how to develop the material so that it is dynamic and memorable? Then this practical one day workshop can help you to build the skills, knowledge and techniques to develop, deliver and evaluate an interactive training session where the participants will learn and have fun!

The training course is suitable for anyone who has little or no experience in training and would like to develop their skills to effectively deliver a training session.

#### **Workshop objectives:**

- Understand the training need
- Apply principles of adult learning
- Principles of instruction
  - Know your aim
  - Know how to motivate your participants
- Understand different learning styles
- Prepare a session
  - Decide on objectives
  - Plan course content
- Understand the principles of session leadership
  - How to prepare for a session
  - How to maintain interest and enthusiasm
- Questioning Techniques
  - Why ask questions
  - Types of questions
  - managing difficult questions
- Training Support
  - What to use and handy hints
  - PowerPoint
- Evaluate effectiveness of training

## SCHEDULE

9:00am	<b>WELCOME AND OBJECTIVES</b>
9.30am	<p><b>Understanding the need</b></p> <ul style="list-style-type: none"> <li>- Understanding a Training Needs Analysis</li> </ul> <p><b>Principles of Adult Learning</b></p> <ul style="list-style-type: none"> <li>- Understand how adults learn</li> <li>- Methods of delivery</li> </ul> <p><b>Understand different learning styles</b></p> <ul style="list-style-type: none"> <li>- Styles of learning</li> </ul>
10.45am	<i>Morning Tea (15 Minutes)</i>
11.20am	<p><b>Developing a session</b></p> <ul style="list-style-type: none"> <li>▪ Understanding objectives</li> <li>▪ Planning the content</li> </ul>
12.30pm	<i>Lunch (45 minutes)</i>
1:15pm	<p><b>Session leadership</b></p> <ul style="list-style-type: none"> <li>▪ How to be prepared</li> <li>▪ How to maintain interest and enthusiasm</li> </ul> <p><b>Questioning techniques</b></p> <ul style="list-style-type: none"> <li>▪ Why ask questions</li> <li>▪ Types of questions</li> <li>▪ Handling difficult questions</li> </ul>
3:00pm	<i>Afternoon Tea (15 Minutes)</i>
3:15pm	<p><b>Training Support</b></p> <ul style="list-style-type: none"> <li>▪ Hints for using training aids including PowerPoint</li> </ul>
3.30pm	<p><b>Group practice</b></p> <p>Please bring a two minute training session with you for this section(if you don't have an example one will be supplied).</p>
4:45pm	<b>Evaluation</b>
5:00pm	<b>Finish</b>

## Enrolment Form – Train the Trainer Essentials

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to [courses@acorntraining.com.au](mailto:courses@acorntraining.com.au)

**Venue:** Acorn Training Centre: 74 Townshend St Phillip

**Course date:**

**Time:** 9.00 a.m. to 5.00 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation \_\_\_\_\_ Branch/Division \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

### **Payment Details**

Total price \$545 x \_\_\_\_\_ attendees = \$ \_\_\_\_\_ \$495 early bird price (early bird applies up to three weeks before the date of the workshop).

#### **1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

#### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

**Terms:** Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.