

Train-the-Trainer – Inspire, Motivate, and Educate: A One Day Primer

Every day, training is becoming part of more job descriptions. Whether it's teaching a new employee what their role is or training 100 employees on how to manage their time better, some basic learning principles apply. This one-day course will help you become the type of trainer that people really learn from.

How You Will Benefit:

- Develop the essential skills for a trainer
- Understand adult learning
- Know how to develop a training session
- Know how to add fun and games to your program
- Be familiar with delivery methods

What You Will Cover:

- ▶ Being genuine and humble
- ▶ Communication and presentation skills
- ▶ Nurturing a readiness to learn
- ▶ Principles of adult learning
- ▶ Learning methods
- ▶ Establishing a learning climate
- ▶ Dealing with the difficult
- ▶ Identifying your audience
- ▶ Performing a needs analysis
- ▶ Writing objectives
- ▶ Outlining the program
- ▶ Researching and writing the program
- ▶ Testing the program
- ▶ Types of activities
- ▶ Getting buy-in
- ▶ Using humor
- ▶ Quick and easy games
- ▶ Troubleshooting games
- ▶ Visual aids and presentation tips
- ▶ Managing questions and answers
- ▶ Scheduling breaks
- ▶ Evaluations

Name of City and Date of Event

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What's Included:

- Instruction by an expert facilitator
- Small interactive groups
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. *Prices and dates are subject to change.

Pre-Registration Form:

Train-the-Trainer – Inspire, Motivate, and Educate A One Day Primer

Yes Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

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Sustainable Peak Performance