

# Survival Skills for the New Trainer

Few people choose training and development while they are still in school, and yet there are talented and knowledgeable trainers working in every industry. Some individuals become trainers because they are passionate about sharing their knowledge and about helping people. Others become trainers because their employer asks them to get involved in mentoring, training, or coaching new or existing employees. Trainers also get started when they want to make some changes to their daily activities, but wish to continue contributing to a particular organization or industry. If you are thinking about becoming a trainer, or have started doing some training already and what to know more about what will help you to become an excellent trainer, this workshop will help. This one-day workshop is designed as an exploration of the essential skills that trainers need to develop, and to get you started on the learning process in an interactive and fun environment.

## How You Will Benefit:

- Understand the essential background for trainers to have
- Explore how being genuine enhances training
- Identify the elements of good questions
- Understand how to apply listening skills
- Develop rapport building strategies
- Describe the essentials of presentation skills

## What You Will Cover:

- ▶ What Makes a Good Trainer?
- ▶ Projecting the Right Image
- ▶ Being Genuine
- ▶ Acting Assertively vs. Aggressively
- ▶ Asking the Right Questions to Get the Right Answers
- ▶ Listening
- ▶ Connecting With People
- ▶ Presentation Skills
- ▶ Essentials for Success
- ▶ Do's and Don'ts for New Trainers

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:

### Survival Skills for the New Trainer

Yes  Enroll me now

Participant Name (*Please Print*)

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Position

\_\_\_\_\_

Immediate Supervisor

\_\_\_\_\_

Organization

\_\_\_\_\_

Organization Address

\_\_\_\_\_

ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_