



Business Training Experts

Train the Trainer

Programme Overview

- The Training model and adult learning.
- Identifying your own training style.
- How to choose relevant training content.
- How best to present training material.
- How to evaluate the effects of training.

Programme Outline

Training Material Design and Development

Delivery Techniques and Evaluation Methods.

The Training Model and Adult Learning

- The training model
- How to carry out job analysis
- Training and quality
- Adult learning, motivation and learning styles

- Training material design
- Writing and selecting material
- Selecting training templates
- Writing training policies and procedures
- Tips for effective training

- Components of a learning event
- Conducting a learning event
- Creating a learning environment
- Dealing with difficult participants
- Evaluation and assessment methods

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