

# Train the Trainer

## DESCRIPTION

'Train the trainer' (TRTR) is an essential course for all those promoted to a training supervisory role as well as to all those wishing to refresh/enhance their training skills. The course covers a variety of topics which are fundamental for successfully running a course, such as writing a structured training course as well as an overview of effective training skills. This is a masterclass course for trainers, teachers in supervisory role, training managers, Human Resources staff and professionals responsible/in charge of the development of staff competence level as an integral part of the overall business development strategy.

This is the 5-day training course that can be funded by Erasmus+ KA1 programme (staff mobility)

## BENEFITS TO PARTICIPANTS – SKILLS & COMPETENCES

The course is ideal for school principals, teachers of primary and secondary education, those who have become or want to become training managers and wish to know the fundamentals of developing organisational training programmes and all those who are interested to enhance their training skills and competences as well as to sharpen their public speaking abilities.

By the end of the course, delegates will have acquired capabilities to:

- Understand the skills and attributes required for someone being an excellent trainer
- Adapt learning and learning style to the occasion and the audience
- Comprehend in depth the needs and requirements of the trainees/participants/audience
- Build trusting and helpful relationship with the trainees
- Stay always in control and avoid conflict while delivering a training

The participants will:

- Learn how to match the aims and objectives of a training to the participants' needs
- Deal with difficult trainees and audience and manage difficult situations
- Learn the fundamental training delivery skills and how to use them to their advantage
- Learn how to handle question and gain the trust of their trainees

## CERTIFICATIONS AWARDED

- Certificate of attendance & certificate of competence (skills & competences required – Europass CV)
- [Europass mobility certificates](#) – to be issued by the applicant's National Authority (NA)

## PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

### *Monday*

- Group Introduction / (icebreaker exercise)
- What differentiates a good trainer from an excellent trainer
- Skills and attributes of an effective trainer
- Principles of learning and learning styles
- Adapting learning and learning style: cross cultural training issues

### **Tuesday**

- Establishing trainings aims and objectives
- Taking the needs of the participants/trainees into account
- How to structure your training – Part I (general)
- Delivering an interesting training
- Handling questions – Part I (general)

### **Wednesday**

- Introducing the training
- How to structure your training – Part II (re-structuring)
- Handling questions – Part II (receiving)
- Importance of Active Listening
- Key Components to Active Listening
- Post course action planning

### **Thursday**

- Fundamental delivery skills
- Body language
- Voice projection
- Public speaking (practical group exercise)

### *Friday*

- Managing difficult trainees
- Handling difficult situations and avoid conflict
- Handling criticism or advice about training event and/or training style
- Showing genuine concern for the participants and establishing a helpful and genuine relationship
- Debrief and Evaluation