# Train the Trainer

**Duration:     2 Days**

This course has been designed for to help people become effective trainers.

The following gives a brief overview of the course content.  This is only a suggestion and may be tailored to better suit the delegates' requirements.

### What makes a Trainer?

- Gaining Subject Matter Knowledge
- Training Techniques
- Training Skills
- Facilitating Learning

### Learning Environment

- Classroom Training
- Online Learning
- User Support

### Training Delivery

- Names
- Icebreakers
- Enthusiasm
- Presenting/Demonstrating
- Facilitation
- Body Language
- Voice Use (online learning)
- Brainstorming
- Progress Checking
- Handling Difficult Questions
- Dealing with Outbursts
- Dealing with Challengers

### Learning Theory

- How people learn
- Understanding the Brain
- Working with Mind Set

### Group/Individual Exercises

- Exercise Objectives
- Progress Checking

### Preparing to Train

- Using Questions
- Structuring
- Memory Techniques
- Timing
- Methods
- Preparation

### Audio Visual Support

- Flipcharts
- Presentations
- Online Learning
- Guide to Content
- Best Practices for Use

### Feedback

- Obtaining
- Responding