

Course overview:

Train the IT Trainer

Advanced Workshop

(C765eng)



the courseware
company

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Overview and objectives

This 1-day workshop is intended to assist existing trainers in improving their training techniques and approaches with a focus on the behavioral aspects of delegates. This highly participative workshop will draw upon real examples taken from delegates' own experiences in training sessions.

Questionnaires; models; discussions and role-play activities will be used.

Who should attend?

Existing trainers who want to discuss new approaches and issues that arise within the training environment.

Course prerequisites

Attendees should have been active trainers for at least one year and should be normally training groups of three or more. Pre-course preparation: Delegates are asked to complete a questionnaire and bring it with them. This will require them to think of one situation where they have felt unsuccessful as a trainer. The style of the workshop will enable the delegate to work on this problem with others.

Learning Styles: General Descriptions

- Activists • Reflectors • Theorists • Pragmatists

Learning Styles and Training

- Balancing Delivery Around Different Learning Styles

Making Technical Courses Relevant and Interesting for Delegates

- Start From Where the Delegate is • Find Out Where They Want To Get To • Making Technical Courses Relevant • Clarity of Explanations • Use Your Imagination! • Making Courses Interesting

Training Introductory and Advanced Level Courses

How Expert Trainers Get That Way

- Accepting Differences • Using Silence • Knowing When You Don't Know • Cultivating Variety • Endurance and Openness

Balancing the Needs of Everyone

- The Software House • The Trainer • The Delegates • The Managers • The Organization

Delegate Pre-Course Preparation

Importance of Post-Course Support

Handling Egos - Confidence Building

Classroom Environment and Behavior Patterns

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Group Control

Individual Control Techniques

- The Four Most Common Problems • Other Problem Delegates

Tips for Working with Adult Learners

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