

Train the Trainer Express

Become a Better Trainer

INTRODUCTION

Whether you are new to training or have a number of years' experience, this course helps you see ways in which you can deliver dynamic and effective training sessions.

The course is intensive and delivered over a single day, exploring areas such as learning styles, training resources, delivery styles, assessment, evaluation and dealing with difficult behaviour. It consists of five trainer-led sessions.

OBJECTIVES

At the end of the course you will be able to:

- Recognise the different learning styles and adapt your training accordingly
- Plan and design training to meet exact requirements
- Run a training session and include assessment
- Bring your training to a successful conclusion

CONTENT

The sessions are as follows:

- Unit 1 How We Learn
- Unit 2 Running a Training Session
- Unit 3 Delivering Training
- Unit 4 Ending a Training Session
- Unit 5 Creating a Training Plan



About Gary Bedingfield

Based in Glasgow, Scotland Gary Bedingfield has almost 20 years' experience in the training industry. He is a qualified further education trainer with an overwhelming desire to help people reach their full potential. He has worked with a wide variety of organisations from the voluntary sector to the world's largest commercial property developers.

What You Need to Bring to Train the Trainer

More than anything, I ask you to bring an open mind so we can explore all the opportunities available to you in a training environment. Don't worry about the amount of previous experience you have as a trainer because this course will cover all you need to know. And for those with more experience it will help you see ways in which you can become a better, more effective trainer.

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Unit 1 How We Learn

This unit introduces the four stages of learning and the different styles that we all adopt when in a learning environment.

Unit 2 Running a Training Session

In this unit we look at how to run a training session, focusing on what stops some people being ready to learn, how to get things started and how to build rapport.

Unit 3 Delivering Training

In this unit we look at how to deliver a training session and make the most of training aids, delivery styles, questioning techniques and assessment.

Unit 4 Ending a Training Session

This unit looks at bringing all the threads together to bring the training session to a successful conclusion. It also looks at the importance of obtaining feedback from the candidates as well as yourself.

Unit 5 Creating a Training Plan

This unit focuses on how to write aims and objectives, and how to put together a dynamic training session.

Duration

1 day (typically 9:30am to 4:30pm)

Group Size

Maximum group size is 12

What people are saying about our Train the Trainer course:

"An exemplary delivery of the training course. The information communicated was extremely helpful as well as being able to watch how it was done."

"Very good course, really enjoyed it. Very well structured and relevant to the job."

"I was kept interested throughout the course and feel more confident about conducting a training session."

"Lots of useful ideas which I can take away and put into practice."

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