

Train the Trainer

Duration: 3 Days **Course Code: TTT**

Overview:

Owning knowledge is one thing, transferring knowledge is something else. In successful organizations, however, sharing knowledge is crucial. That is why Global Knowledge has developed a training that helps (IT) professionals to share knowledge in a didactically sound way and facilitate an interactive training. The "Train the Trainer" course is a comprehensive 3-day instructor-led workshop designed to equip participants with essential skills and knowledge to effectively deliver training.

Target Audience:

The training is ideal for individuals transitioning into a trainer role from their technical IT positions, trainers preparing to deliver various types of training, and those already teaching workshops who seek to achieve even better results.

Objectives:

- Upon completion, participants will be able to:
 - **Apply Learning Principles:** Utilize key principles of adult learning to create effective training sessions.
 - **Manage Classrooms Effectively:** Set up and manage both physical and virtual classrooms, including handling difficult participant situations.
 - **Deliver Engaging Training:** Use facilitation techniques to deliver engaging and memorable training sessions.
 - **Implement Feedback and Coaching:** Receive and apply facilitator and peer feedback to improve training delivery skills.
 - **Develop Training Content:** Integrate and apply their own content into training programs for practical application.
 - **Utilize Technology for Training:** Incorporate video recordings and other technological tools to assess and enhance communication and presentation skills.
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Prerequisites:

No prior knowledge is required for this course.

Content:

Topics during this training include:

- Important didactic models for IT training
- Communication during training
- Attitude and skills of the trainer
- How does new material stick with participants?
- How to make your story stick?
- Preparing and developing a training course
- The balance between material and exercises
- Which functions do you show and which not?
- Different types of work formats
- The role and possibilities of technology during training
- Delivering training
- Dealing with resistance
- Evaluating and monitoring training
- Methodologies for teaching

During the training, you will experience various work forms firsthand, with the trainer explaining each exercise as they demonstrate it. Additionally, video recordings are used, allowing you to review and observe your own performance. This enables you to see the impact of your communication, receive constructive feedback, and gain tips and tricks to enhance your training sessions. By the end of the course, you will leave with a wealth of new strategies and techniques, empowering you to deliver even more effective training to your participants.

Further Information:

For More information, or to book your course, please call us on 0800/84.009

info@globalknowledge.be

www.globalknowledge.com/en-be/