

Advanced Training Skills



A 6-day programme in three 2-day workshops

Who for:

Trainers and instructors with experience of delivering training, and who would welcome the opportunity to explore new training approaches which add energy and interest to learning sessions, enliven "dry" or "heavy" material, and engage the attention and participation of learning groups. The programme is highly participative and interactive; delegates work on their own sessions and materials to enhance, refresh and enliven real-life training projects

In this programme, you will learn and practise:

- Planning and designing a learning presentation: developing learning objectives, assessing the audience and their needs.
- Developing and structuring the content and subject matter, considering timing and duration, building flexibility into your presentation
- What helps, what hinders, making the most of your options, visual support, how to avoid "death by powerpoint" and what are the alternatives
- Question time, eliciting, managing and responding to questions, including challenging or hostile questions
- Achieving learning through discussion, structuring the session, how to open up and encourage participation, how to close it down and move on
- Facilitation as a learning methodology, managing challenging situations or "difficult" participants, questioning and listening skills for trainers in facilitation "mode"
- Language skills for trainers, flexing and tailoring your choice of words to engage participants' positive response
- Focus on what the learner is going to learn and take away, before you consider what the training needs to cover
- The learning and development cycle, where does training fit into the organisation's and individual's development
- Learning Styles, and the relevance and implications for selecting and designing activities
- Sampling and critiquing a variety of activities, including: learning "games", case studies, questionnaires, quizzes, skills practice and simulations, including role-play
- Raising attention levels and enlivening "dry" sessions, building in variety and flexibility

