Train the Trainer

Objectives

This train-the-trainer workshop will give all types of trainer's tools to help them create and deliver exciting, engaging, compelling workshops that will keep their trainees coming back for more

Duration

1 day

The topics covered on the course are,

1 Getting Started

- Icebreaker
- Ground rules
- The parking lot
- Workshop objectives
- Action plans and evaluation forms

2 Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations for Each

3 Gathering Materials

- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps

4 Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- A Take-Home Template

5 Choosing Activities

- Types of Activities
- Creating a Tickle Trunk
- What To Do When Games Go Wrong

6 Preparing for the Workshop

- Creating a Materials List
- Gathering Participant Information
- Setting up the Physical Location

7 Getting off on the Right Foot

- Greeting Participants
- Being Prepared
- Using Icebreakers

8 Delivery Tips and Tricks

- Using Visual Aids
- Creating Supporting Materials
- Gauging When It's Time For A Break

9 Keeping it Interactive

- Encouraging Discussion
- Using Group Work
- The Power of Post-It Notes®

10 Dealing with Difficult Participants

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions

11 Tackling Tough Topics

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues in the Workshop

12 Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

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