

In-house Training Outline

(To be further tailor-made according to the client's request)

Train the Trainer (2 days)

How Do Adult Trainees Learn?

- Differences between children and adults as learners
- Adults' learning styles

Planning and preparing training

- Key features of training preparation
- Analyzing the participants and their needs
- Formulating course objectives and outline
- Organizing and developing the materials
- Deciding upon appropriate training methods
- Setting up the training room
- Rehearsing

Using visuals in the training

- Select the right visual aid
- The advantage and purpose of using visual aids
- The secret of effective use of equipment

Methods of delivering training

- Effective communication and presentation skills
- Various methods of delivering training (Case study, role play and games)
- Questioning, answering and giving feedback skills

Making an impact & building rapport in the training room

- Polishing your presentation & communication skills
- Tips for creating a positive training room environment
- Tips for attracting & keeping your trainees attention
- Tips for understanding & dealing with difficult participants
- Dealing with stage fright and stress
- Controlling your mood and attitude as a trainer
- Self-management as a trainer

Training evaluation

- Collecting feedback
- Learning evaluating
- Follow up after a training