

Train The Trainer Overview

Purpose This workshop is designed for people with limited training experience who need to design and deliver training courses.

Results Participants will learn the following:

- principles of adult education
- presentation skills
- how to do a needs assessment
- how to identify and deal with literacy and language barriers
- matching teaching styles to learning preferences
- techniques for designing effective training
- the technical content to be taught
- how to develop and deliver training materials
- how to evaluate the effectiveness of the training

Design This workshop is highly experiential, and simulates the delivery of training to a small group. This provides hands-on experience in applying the concepts.

Ideally, the workshop is split into 2 segments about a week apart to give participants the opportunity to apply the concepts. About 3 months after the completion of the workshop, there is a half-day follow-up clinic to review progress and provide further guidance.

Methods For each concept to be taught, these steps are followed:

- ensure that the technical content is well understood, e.g., how to run a meeting, how to gather and analyze data, or how to start up a team
- develop a lesson plan to teach that content
- teach the content to others (the other course participants)
- receive feedback
- revise the lesson plan as needed.

Each participant receives a comprehensive notebook and related reference books.

Who Should Attend

The workshop is most effective for a group of about 6 people. Here are suggested criteria for selecting participants:

“Musts”

- credibility at all levels of the organization
- communications skills, particularly the ability to listen
- willingness to develop a good understanding of the technical content of the training
- real desire to do training
- self-confidence

“Wants”

- enthusiasm
- imagination
- some analytical capability
- some background in training
- ready to challenge the status quo

There are no educational or job level requirements. Ideally, some of the participants should be non-supervisory.

Time Requirements

This workshop is typically 2 days in length, on the assumption that participants are already familiar with the technical content, e.g., simple tools; team structure.

Subjects Available

Content is currently available for most analytical and interpersonal skills that are normally used for business improvement activities, including:

- tools and methods for problem solving and process improvement
- gathering and analyzing performance data
- priority-setting and decision making
- project management
- building team effectiveness
- communications and conflict
- leadership development
- coaching and facilitation

We would jointly decide on the content prior to the workshop.