

INTRODUCTION

Are you preparing to be a professional trainer or are you someone who does some training as part of your job? Let us help you prepare to achieve the skills you need to feel confident before your next workshop. We will share the key areas exceptional trainers needs to focus on. If your goal is to deliver an impactful workshop that will engage the audience and get your message across, then you have found the right program. You will begin the process of becoming a great trainer and understand that training is a process where skills, knowledge, and attitudes are applied.

This workshop will give everyone the tools to help them create and deliver engaging, compelling workshops by honing your current skills. Skills such as facilitating, needs analyses, understanding participant's needs, and managing tough topics will give you what you need to become an effective trainer.

The first day is all about the essentials of training. The second day is about presenting! For many people, the biggest problem isn't planning an effective training session; it's the execution part that brings them trouble. A great presentation can fail if not properly delivered. This program highlights and discusses many important features of an effective presentation that are guaranteed to bring success to any training agenda.

QUICK FACTS

Who Should Attend?

This highly interactive workshop is designed for those looking to improve their current skill set. This program is ideal for those who have training roles included in their job accountabilities on a full- or part-time basis and are responsible for some stand-up training

Number of Days

2 Full-days

CCSS© Designation Qualified Course

Yes - Qualified course for CCSP© Designation

Program Objectives

This program is designed to teach you how to:

- Practical and effective training skills to engage participants
- How to conduct a pre-training assessment
- Become a facilitator as opposed to a lecturer
- Understanding adult learning
- How to change, identify and demonstrate
- Create a training objectives and lesson plans
- Encourage participation from trainees
- Facilitator coaching on presentation
- Use a vast array of hands on practical tips to become a better trainer

Highlights You Will Learn

- Deliver presentation with confidence
- Understand Adult Learning
- Create training/facilitation objectives and lesson plans
- Engage their audience

The acquisition of these skill sets will better enable your staff to enhance growth and improve confidence when presenting.

Training Format

Our interactive and engaging workshops leverage adult learning principles to ensure sustainability of training. This is accomplished by embedding select training techniques, including but not limited to:

- Team Building Activities & Breakout Sessions
- Self-Assessments & Quizzes
- Client-Specific Role Plays
- Case Studies Materials and Resources

SUGGESTED COURSE CURRICULUM



Module 1.0 – The Role of a Trainer

- Icebreaker
- Housekeeping Items must do's
- Using the “ Parking Lot” concept effectively
- Workshop Objectives
- Understanding learning theories and concepts
- Difference between training and facilitation
- Preparing for a workshop



Module 2.0 – Adult Learners

- Explain how learning concepts contribute to enhanced learning
- Understand adult learners needs
- Define Learning & Preferred Modes for Learning



Module 3.0 – Elements of Training – Part 1

- Identifying Participants’ Needs
- Reviewing the Materials
- Identifying and Resolving Gaps
- Performing assessments
- Designing a program based on assessments



Module 4.0 – Elements of Training – Part 2

- Trainer’s behaviour checklist: Do’s and don’ts
- Six P’s of preparation
- Types of Activities
- Creating a Tickle Trunk
- What To Do When Games Go Wrong



Module 5.0 – Presentation Principles

- Power Presentation Skills
- Training Techniques & Delivery Strategies
- Using Training Tools Effectively
- Dealing with Problem Learners & Overcoming Resistance
- Encouraging Discussion
- Selecting activities
- Using Group Work



Module 6.0 – Environment and Equipment

- How, when and why - use of learning aids
- Body language and intentional movement



Module 7.0 – Develop–Design–Deliver–Details

- Organizing the presentation
- Delivering the presentation
- Engaging participants with effective interaction techniques



Module 8.0 – Wrapping Up

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



This program is can be delivered on-site and customized to your specific needs.

Contact us for details.

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