Train The Trainer

Who Should Attend?

This is an advanced course designed for managers who already have experience in managing teams and want to increase their effectiveness in team management, strengthen their leadership impact, enhance the awareness of their own management style and introduce new tools to manage and develop their team.

Course Scope

1. Trainer identity - the basis for effective work in training and development.
   - Exercise 1: Stable Identity vs. Instant Identity.
   - Keys to trainer success: self-awareness, self-evaluation, self-control.
   - Model of self-effectiveness: core competencies of a trainer.
2. The role of training in the organisation - building the authority and position of the internal consultant.
3. Training as a process of planned development.
4. The role of a trainer in cross-departmental projects.
5. Why train someone? - the purpose of training: from new hires to high potentials.
6. Training needs analysis and realisation of a project – SLA (Service Level Agreement).
   - Relationship between trainer and trainee.
   - Exercise 2: Creating SLA, win-win strategy.
7. Training methods – workshop, presentation, live coaching, shadowing, case analysis, mentoring and training at development program.
   - Exercise 3: Training method effectiveness (case studies).
   - Exercise 4: Box and balls - goal achievement.
8. Analysis of a trainee.
9. Training goal(s) vs. training plan.
10. Measurement of training effectiveness.
11. Improving trainer's core competencies:
    - Business acumen.
    - Innovativeness.
    - Communication (Exercise 5: Be precise).
    - Presentation skills.
    - Methods of influence.
    - Empathy.
    - Cooperation with trainer's team members.
12. Stress management - how to withstand pressure.
13. Learning by experience, building training acumen and trainer portfolio.
14. From training class to real life – trainer life attitude.
15. Benchmarks and KPI's.
16. Training Budgeting.
17. Training supporting tools.
18. Development path of a trainer.
19. Trainers – top ten tips.

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Prerequisites

The comprehensive content of this program makes it suitable for both experienced and intermediate staff in training. The participants should have general knowledge about training and development. Experience in conducting training sessions would be helpful.

Training Structure

Three-day training divided into logical sessions.

Methodology

Workshop with practical exercises, mini-lectures and case studies (practical business examples). The course is supplemented by training exercises, films and other material.

Follow-up support for training participants – preserving and strengthening the acquired knowledge and skills is highly important in order to maintain the development effects. Optionally, during the 5 weeks after the training, participants will be contacted weekly by the leading trainer by phone/internet for consultation and coaching (maximum 5 participants per call).