

**Duration**    **3 days**

### **Overview**

This course will provide staff for whom training is not a full time activity with a range of knowledge, tools and techniques which will enable them to perform effectively in this role.

We use a variety of teaching models including lecturer input, role-plays, individual and group exercises to consolidate knowledge and practice newly acquired skills.

During the course each delegate will have the opportunity to carry out group teaching and 1-1 coaching and will learn appropriate skills for each situation.

### **Recommended for**

Staff who are required to deliver training to colleagues within an organisation

### **Linked Programmes**

- Essential Communication Skills

### **Objectives**

At the end of the training the delegate will be able to successfully:

- Define the role of trainer within their organisation, particularly as agents of change
- Identify ways of uncovering the business objectives any specific training programme is intended to support
- Identify three barriers to learning and appropriate techniques to overcome them
- Carry out one-to-one and group training activities
- Use constructive feedback techniques

using the documentation and support provided.