



# Training The Trainer

## The World's Class in Training – A two day practical programme of attitude, skills and knowledge

### The Academy Approach:

- Highly participative using presentations, experiential activities and coaching to acquire the skills, tools, and techniques necessary to the delivery of training courses
- Plenty of practice, with the opportunity to critically appraise your own performance, and that of others, through personal feedback and coaching.

### Workshop Outcomes

- Understand the difference between presenting, training, coaching and facilitation and which element to use to achieve the learning outcomes
- Clearly understand the importance of purpose and the objectives of a course, and each session, against which the effectiveness of the training can be measured
- Be able to organise a training session following a structured approach
- Become skilled in training tools and techniques
- Be given the opportunity to practise delivery and receive feedback in the effectiveness of their delivery
- Be more confident and competent in the delivery of training programmes that inspire and make a difference to the delegates.



### Programme Participants and Pre requisite

- Workshop participants will be training professionals, or managers with responsibility for training, wishing to develop their skills
- They will have completed a basic presentation skills course



## Workshop Content

### Session Welcome

Contracting: Purpose, Personal Objectives, Agenda and Ground Rules  
 Why are we here? - The purpose and goal of the programme  
 Style and Content of training

### Session 1 Principles

Definitions - Presenting, Training, Coaching and Facilitation: What do we mean by each one?

Role and responsibilities of a trainer

How do people learn? - Adult Learning Process: Double and Single Loop

Delegates - Why it is all about them and not about you!

The Standards - Attitudes, Skills and Knowledge of a Trainer

### Session 2 Product

The products you will train in; purpose, aims and objectives

Course overview and structure

Key learning messages for each session

The right Attitude, Skills and Knowledge

### Session 3 People

#### The Delegate

Personalities (DiSC) and Learning Styles – Talking their language

Visual, Auditory and Kinaesthetic people

Testing their Attitude, Skills and Knowledge, using them to the group's advantage

Handling the 4P's: Prisoners, Passengers, Protestors and Participants

The ABC's of difficult delegate behaviours

#### The Trainer

Your strengths and weaknesses as a trainer – self assessment

How you are an Activator and how your Behaviours cause Consequences

Behaviours that work and behaviours that do not

Body language and positioning for powerful results



Communication Skills – Questioning and Active Listening EAR  
Gaining engagement and participation, managing discussions  
and balancing input

Giving and receiving feedback

How to give clear instructions and how to get people to follow them

Keeping time and ratios of Slides, input, discussions, presentations

Managing energy; yours, the delegate's and the group's

Self reflective practise- how to improve

### **Session 4 Process and Preparation**

What is available and best use of the resources (Key learning messages,  
Trainers' notes, Learning logs)

Pre-course administration

Pre-course preparation – personal preparation and top tips

Preparation of room, IT, materials and set up

Creating the best working and learning environment

Working with your sponsor, co- trainers and venue

Input sessions – making them come alive and how to engage people

Timings and handling breaks – 'herding cats'

Using videos

Course Feedback and Action Plans

Learning logs and continuous improvement

### **Session 5 Practise**

Practical preparation and experience of running a 1 hour session covering

1. Input session on training materials
2. Managing discussion with the group
3. Using video and flip charts
4. Briefing a workshop activity
5. Managing the team presentations or output and giving constructive feedback and guidance
6. Handling and coaching delegates with difficult behaviours

You will receive assessment and feedback on your competencies from the course lead trainers and your co-trainers (delegates) using objective criteria. You will be expected to set a personal development action plan and use of personal reflection and learning log.

We recommend field assessment and coaching should take place on a planned scheduled basis following the programme within a period of 6 months



*"Marathon Oil UK contracted W2 training to develop and facilitate two, 'Train the Trainer's' workshops. These workshops were compiled to embrace our specific terminology, ethos and company culture allowing our elected safety representatives to deliver key messages to our offshore workforce.*

*The benefits of this investment in people, has provided an excellent enhancement in workforce involvement, and tremendous kudos in our delivery with regard to Personal Responsibility for Safety.*

*This project was successful because W2 understood what we wanted to achieve, and embraced the development and delivery of the workshops with tremendous energy, enthusiasm and total commitment."*

***Donald Napier Occupational Safety Team Leader Marathon Oil UK Ltd***