

Example Train the Trainer Programme

This Programme was designed for a company in the Retail Sector. The company were introducing changes to working practices, and had identified the need to increase the number of people in the workplace who could train their colleagues on the current changes, and act as a resource for any future needs.

Train the Trainer: Workshop Outline (one day)

Start/Introductions	<ul style="list-style-type: none">• Welcome• Objectives• Introductions
What makes a 'good or bad trainer'?	<ul style="list-style-type: none">• Past experiences• Impact
Training Toolkit	<ul style="list-style-type: none">• Training needs analysis• Goals and objectives• Learning styles• Audience• Presentation skills• Training methods• Visual aids• Environment• Evaluation
Practice	<ul style="list-style-type: none">• Design a session• Deliver a session• Feedback• Evaluate
Close	<ul style="list-style-type: none">• Review• Action plans