

Course of Train the Trainer- Delivery Skills

Day 1

How Learning Works?

- What is *Accelerated Learning* and how to take advantage of it in a training environment?
- What are *instructional methods* and which types are suitable for training?
- What is *Competency Based Training*?

How to Sequence Your Content?

- What is an ideal order of content to go through when delivering a course?

How to Present Your Content?

- How to balance the distribution of your content to get best results?
- What is the effect of using examples and case studies in training?
- How to deliver the information to increase memory retention and learning?

How to Plan Your Training?

- What tools to use to boost the effectiveness of your training and increase learning pace?
- How humans process information and what does it mean for a trainer?
- How to prepare for deliver a course?

Training Presentations

- Received systematic feedback on these presentations
- Prepare new training sessions for assessment

Day 2

How to Master the Art Delivery?

- How to take advantage of *Cognitive Training Model* to focus your training on your learner and get best results?
- How people learn?
- How people forget?
- How people can learn together?

How to Take Advantage of Your Environment for Training Delivery?

- What is an ideal training room configuration for specific courses?
- What training aids can you use?
- How to control pace?
- How to take advantage of body language?

How to Deliver Using Effective Verbal Communication Skills?

- How to handle questions?
- What are questioning strategies and when should you use them?
- How to formulate your questions to get best results?
- How to increase delegate participation?

Training Exercises

- Design and structure a new training presentation for demonstration
- Practice on delivering this presentation using new techniques learned in the course
- Implement feedback to improve the session

Day 3

Training Demonstrations

- Review content covered in the course and participate in recap exercises to reinforce learning
- Receive feedback for prepared training sessions before delivery
- All delegates present training sessions based on specific instructions. These sessions are prepared throughout the course based on specific exercises and home exercises taking place after each day of the course.
- Received systematic feedback based on 4sets of criteria on delivery performance
- Delegates need to score based on a set standard to pass the assessment and receive a *certificate of achievement*