

## Train the Trainer Workshop

### Course Duration 1 Day

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of their job, you'll want to be prepared for the training that you do. Your participants will begin the process of becoming trainers themselves, and understand that training is a process where skills, knowledge, and attitudes are applied.

The Train-The-Trainer workshop will give all types of trainer's tools to help them create and deliver engaging, compelling workshops that will encourage trainees to come back for more. Skills such as facilitating, needs analyses, understanding participant's needs, and managing tough topics will give your trainees what the need to become a trainer themselves.

### Course Objectives

At the end of the course participants will be able to:

- Define training, facilitating, and presenting
- Understand how to identify participants' training needs
- Create a lesson plan that incorporates the range of learning preferences
- Create an active, engaging learning environment
- Develop visual aids and supporting materials
- Manage difficult participants and tough topics

### Course Outline

#### Understanding Training and Facilitation

What is Training?  
What is Facilitation?  
Identifying Appropriate Situations

#### Gathering Materials

Identifying Participants' Needs  
Reviewing the Materials  
Identifying and Resolving Gaps

#### Creating a Lesson Plan

Planning for the Basics  
Adding Slack Time  
Creating a Plan B

#### Choosing Activities

Types of Activities  
Preparing for Emergencies  
What go Do When Activities Go Wrong

#### Preparing for the Workshop

Creating a Materials List  
Gathering Participant Information  
Setting Up the Physical Location

#### Getting Off on the Right Foot

Greeting Participants  
Being Prepared  
Using Icebreakers and Energizers

#### Delivery Tips and Tricks

Using Visual Aids  
Creating Supporting Materials  
Break!

#### Keeping it Interactive

Encouraging Discussion  
Using Group Work

The Power of Sticky Notes

#### Dealing With Difficult Participants

The Ground Rules  
Challenges and Solutions  
Handling Interruptions

#### Tackling Tough Topics

Tough Stuff to Watch Out For  
Adjusting Your Material for a Sensitive Issue  
Dealing With Sensitive Issues in the Workshop