

Train-The-Trainer

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of the job, you will want to be prepared for the training that you do. This workshop will give all types of trainer's tools to help you create and deliver engaging, compelling workshops that will encourage trainees to come back for more.

Modules

- Understanding Training and Facilitation
- Gathering Materials
 - Identifying participants needs
 - Reviewing the Materials
 - Identifying and Resolving Gaps
- Creating a Lesson Plan
- Choosing Activities
 - Types of Activities
 - Preparing for Emergencies
 - What to Do When Activities Go Wrong
- Preparing for the Workshop
- Getting off on the right foot
 - Greeting participants
 - Using icebreakers and energizers
- Delivery tips and tricks
- Keeping it Interactive
 - Using Group Work
 - The power of sticky notes
- Dealing with difficult participants
 - 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



4 Day Workshop

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Wrapping up

- Activities
- Words from the Wise
- Review of Parking Lot
- Lessons Learned