



TRAIN THE TRAINER

SELF-TRAINING WITH NLP

OVERVIEW

Although it may appear to be simple, conducting a training session requires specific skills and knowledge of how people learn. Trainers who have taken the time to consider their own approaches, understandings, and skills will be better equipped to provide comprehensive, active and effective training courses. This training program provides the groundwork for trainers to begin developing and refining their training and facilitation skills using a variety of methods to deliver the best learning experiences and improve learner engagement and retention. Over time, trainers will develop their practical skills further because of this course.

COURSE OBJECTIVES:

By the end of this training course participants will be able to:

- ✓ Explain the different attitudes, skills, and knowledge a professional trainer needs to be successful.
- ✓ List the roles and responsibilities of a professional trainer.
- ✓ Explain the importance of the seven characteristics of outstanding trainers.
- ✓ Explain how adults learn.
- ✓ Identify the three most common learning styles and select appropriate learning strategies to accommodate each style.
- ✓ Use Neuro-linguistic Patterning techniques to engage learners.
- ✓ Determine if a performance issue is a genuine training need or not.
- ✓ Determine whether to design materials in house or purchase off the shelf materials.
- ✓ Write observable performance objectives.
- ✓ Identify appropriate training methods.
- ✓ Get training sessions off to a good start.
- ✓ Use introductions and summaries to reinforce learning.
- ✓ Facilitate activities, role plays, and icebreakers.
- ✓ Use their body language and voice tone effectively.
- ✓ Handle pre-training nervousness.
- ✓ Use techniques to get participants back on time from breaks and lunch.
- ✓ Identify tough participants and use appropriate techniques to manage them.
- ✓ Explain how Gen X and Gen Y Generations prefer to learn.



TARGET AUDIENCE

This course is intended for subject matter experts who wish to transition into training professionals in their areas of expertise. This course is also designed for anyone interested in learning more about adult learning and training.

COURSE OUTLINE

MODULE 1: MAKING THE TRANSITION TO A TRAINER

- Attitude, skills and knowledge of a professional trainer
- Roles and responsibilities of a professional trainer
- Seven characteristics of outstanding trainers

MODULE 2: PRINCIPLES OF ADULT LEARNING

- What is an adult learner?
- Diverse learning styles
- Use NLP techniques to identify learner styles
- Options to actively engage and energize learners
- Appealing to different learning styles
- Learning considerations for adult learners

MODULE 3: TRAINING DESIGN AND METHODS

- Is it really a training problem?
- Create in-house or purchase?
- Training objectives
- Training Methods

MODULE 4: BE A POWER PRESENTER

- Getting off to a good start
- The importance of introductions and summaries
- How to facilitate more active training
- Using your body and your voice

MODULE 5: DEALING WITH TOUGH TRAINING TIMES

- Dealing with nerves
- Getting participants back on time
- Dealing with tough participants
- Dealing with different learner generations

COMPETITIVE REVIEW GAME

Duration: 3 Days (6.5 hours of training per day)

Delivery methods:

- Self-discovery and critique
- Group exploration and facilitator led discussions
- Practical exercises
- Questioning periods and review



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