



Griffin Training

Solutions for a Modern Workforce

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Train the Trainer-Training Effectively

The benefits of life-long learning and on going training are well known. However, very few companies and organisations have the skills necessary to implement an effective on-going training programme. To have a training support team is of great value to any organisation as these staff members can assist in training new staff, keeping existing skills up to date and develop new skill sets as necessary. This course is designed to give participants the knowledge and skills necessary to deliver training programmes for their organisations and to initiate high quality effective training.

Objective:

- To understand the purpose and role of training and skills development
- To fully grasp the role of the trainer as initiator, group leader, teacher and facilitator
- To gain the knowledge and skills necessary to identify an organisation's needs
- To understand how learning occurs and how best to assist learning
- To gain the knowledge and skills necessary to implement training systems
- To gain the knowledge and skills necessary to develop training programmes

Contents:

- The Role Training Plays within an Organisation
- The Role and Purpose of the Trainer
- Effective Communication and Barriers to Communication
- Assertiveness Skills
- The Means by which People Learn
- The Barriers to Learning
- How to Identify an Organisation's Needs
- How to Develop a Course/Training Programme
- The Basic Structure of a Course
- Delivering Effective Seminars
- Interaction as the Key to Learning
- Facilitating Groups and Group Interaction
- Training Aids
- Assessing the Effectiveness of a Training Programme