Transformation Pillar:
Talent Architecture & Capability Development

Train The Trainer

Design, deliver and evaluate training that changes how people perform.

COURSE OVERVIEW

Training is like an iceberg, with much of its depth hidden beneath the surface. While participants often only see the visible top 10 percent, such as well-crafted slides, participant materials, and a skilled trainer's presentation, the reality is more complex. The journey of training involves analysis, design, development, implementation, delivery, and evaluation. Our intensive course aims to equip individuals with practical approaches to become highly competent trainers and instructors.

Throughout the course, we explore the intricacies of effective training. Participants gain a deep understanding of the methodologies used at each stage, covering topics such as analysis techniques, design strategies, development processes, implementation practices, delivery techniques, and evaluation methods. This immersive learning experience builds a strong foundation for participants to navigate the ever-changing training environment. While the journey to becoming a skilled trainer is not easy, our course provides the practical skills and knowledge to get you there.

WHO SHOULD ATTEND

• Training Managers, Specialists, Consultants, Officers and Coordinators
• HR Business Partners with training delivery responsibilities
• Staff identified to deliver class-room training in various disciplines and skills

COURSE OBJECTIVES

By the end of this intensive learning journey, you should be able to:

- **Describe** the competencies of a skilled trainer
- **Outline** the phases of a training cycle
- **Conduct** a training needs assessment/analysis
- **Develop** SMART learning goals and objectives
- **Define** the characteristics and principles of adult learning
- **Design** an objective-based learning program
- **Implement** a broad spectrum of learning activities
- **Use** visuals appropriately
- **Demonstrate** an awareness of effective presentation skills
- **Apply** established training evaluation models
- **Write** a personalized individual development plan (IDP)

COURSE METHODOLOGY

A balanced approach between PowerPoint presentations, facilitated discussions and case studies - on the one hand - and individual exercises, role plays and group-based activities - on the other - will show you how to fundamentally rethink and redesign your approach to training design, development, implementation, delivery and evaluation.

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