

TRAIN THE TRAINER



Who is Train the Trainer For?

If you need to influence others in order to change behaviours then this is the course for you. Train the Trainer is for: **Leaders** who want to influence team behaviours; **Trainers** who want to develop and deliver transformational programs; **Managers** who want to improve team performance.

Getting Ready to Train

Confidence and **presence** are key elements for anyone to be successful as a trainer. Most companies choose to have their trainers attend the Speak Easy course (separate information sheet available) as a foundation prior to undertaking trainer training. This ensures that trainers are comfortable standing in front of a group **delivering a presentation that is engaging and effective**.

Train the Trainer Overview

There are numerous modules to allow you to build a version of Train the Trainer to suit your organisation. Depending on what you choose to include the course could vary in length from 1 to 5 days. Typical modules chosen include: Course 'take off' and group management. Running group exercises. Instructional skills. Course design using the KirkPatrick 4 Levels (from needs analysis through to evaluation). Accelerated learning principles for course design. Observation and feedback skills. Audience engagement skills. Managing questions. Consultative support. Facilitation skills. Design and practice delivery of your training material.



Our Promises to You

We are confident in the results we will get for you. Given our performance to date we can make three promises:

- You will gain **great ideas and concepts**.
- You will receive **practical, useable tools and strategies**.
- You will be **engaged, entertained** and **inspired**.

Return on Investment

Seeing results for you is important for us which is why our Train the Trainer program has 3 key elements.

- Pre-Course. This includes some pre-study, self analysis and material preparation so that your time with us is put to best effect.
- The Course. Train the Trainer is **fun** and engaging leading to better understanding and retention. It's also **practical** and **action-orientated** so you *don't just know the skills, you can do them*.
- Post-Course. **Implementation** is the critical step so **post-course action** is planned in the final phase of the course.

Typical Train the Trainer Interventions Delivered by Mike

- **Observe** your trainers at work and provide **feedback and coaching**.
- Provide a **generic 1 day Train the Trainer** program covering the core skills.
- **Tailor a 2-3 day Train the Trainer program to suit your needs**. Typically includes **practice delivery of your training materials**.
- **Work with your experts** to design and produce an engaging and **transformational course**. Typically includes review of the pilot course and Train the Trainer Training for all future facilitators.
- **Develop an apprentice** trainer over 6 months. This would involve the apprentice working along side me (part time), attending my corporate training events. Having learned my material they get the opportunity to co-deliver with me and the receive coaching after every session.

The Details

- Timings: Courses typically run 9am to 4.00pm each day.
- Venue: Space is required to allow multiple training practice sessions to be delivered concurrently.
- Group sizes: Groups of 4-16 people are ideal. Groups in excess of 16 people are possible providing the venue will suffice for the required breakout space and additional facilitators will be required.
- Book your team session today: mike@mikecatton.co.nz or +64 212 335571