



TRAIN THE TRAINER PROGRAMME

Session 1: INTRODUCTION TO LEARNING

Specific objectives

On completion of the module, delegates will be able to:

- Identify their own learning style and describe a model of learning that can be used in training.

Knowledge to be learned

- *The Systematic Training Cycle*
- *How Adults Learn*
- *Kolb's Learning Cycle*

Session 2: IDENTIFYING TRAINING NEEDS

Specific objectives

On completion of the module, delegates will be able to:

- Select appropriate methods of identifying training needs
- Conduct interviews with stakeholders to determine training needs.
- Collect and analyse information appropriate to the design of a training outcome

Knowledge to be learned

- *Principles of training needs analysis*
- *Methods of analysing individual and group training needs*

Session 3: DESIGNING TRAINING

Specific objectives

On completion of the module, delegates will be able to:

- Write learning objectives that include terminal performance, conditions and standards.
- Develop evaluation and assessment methods
- Design training programmes and instructional plans
- Incorporate training methods that address learning needs of trainees

Knowledge to be learned

- *The purpose and principles of learning objectives*
- *Principles of evaluation*
- *Range of training delivery methods*
- *Factors affecting choice*

Specific skills

- *Defining learning objectives*
- *Evaluating learning*
- *Designing training programmes that include aims, objectives, target population, timing, evaluation, content and methods that assist learning.*
- *Developing instructional plans.*

Session 4: EVALUATING TRAINING

Specific objectives

On completion of the session, delegates will be able to:

- Develop evaluation and assessment methods
- Describe how evaluation can be implemented at different levels

Knowledge to be learned

- *Hamlin's evaluation model*
- *How to include assessment processes into training programmes*

Session 5: DELIVERY

Specific objectives

On completion of the module, delegates will be able to:

- Apply the main theories of experiential learning
- Deliver one-to-one instruction to an individual
- Demonstrate practical one-to-one training skills
- Utilise a variety of visual aids (flipchart, data projector etc.)
- Demonstrate practical one to a group training skills using a range of experiential techniques.

Content

Knowledge to be learned

- *Experiential learning: Kolb, Honey & Mumford et al.*
- *Factors effecting choice of methods*

Specific skills

- *Selection and development of learning methods and materials*
- *Giving instruction to individual learners*
- *Demonstrating practical skills*
- *Use and preparation of visual aids*