

train the trainer

fmi course number: CM06

Duration

2 days OR 3 day extended version available

.....course overview

This very popular course is designed for people who will provide workplace training to small groups. This practical, hands-on interactive workshop enhances your knowledge and skills to prepare, deliver and review training sessions. You are given useful techniques, strategies, checklists, hints and tips for training to a professional standard. You have time in the course to prepare and deliver a short training session for the workplace and are invited to bring any notes and ideas along to the course to help you prepare.



.....key content

- . How adults learn – adult learning principles
- . Identifying training needs
- . Identifying competency development needs
- . Understanding different learning styles
- . Planning training approaches
- . Writing a training plan
- . Develop training methods
- . Preparing key training resources
- . Preparing participants for training
- . Presenting a training session
- . Monitoring learners' progress
- . Reviewing training session
- . Keeping and organising training records

.....what objectives can I achieve?

1. Understand how adults learn
2. Prepare for training
3. Prepare participants for training
4. Deliver training and present training sessions
5. Facilitate individual and group learning
6. Provide opportunities for practice
7. Provide opportunities for feedback
8. Review training and delivery of training sessions



Who this course is useful for

All people who want to deliver training to individuals or small groups. Any other people who significantly contribute towards learning in the organisation

Client Feedback

"Enjoyable well delivered course. Thanks" D. Slade – Boral Transport

"Trainer is wonderful" Jodarna Halkett-Hay, Marketing Manager, Lend Lease Communities

"Trainer practises what he teaches" Sean Gale" Transport Officer, Boral Transport

"Course went well so I don't think improvements are needed" Valter Russo, OHS Manager, Parkview Constructions

"All good" Craig Peters, Franchiser, RED CLEAN

"This was a fun course and I learned a lot, both about the subject of training adults and my own skills and style" Natalie Face, Operations and Demand Supervisor, Boral Transport

Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

Assessment

The two day Course is non-accredited. Participants receive an fmi Certificate of Completion. The three day course can be linked to competency unit [BSBLED401A Develop teams and individuals](#) (assessed at Certificate IV level). Please contact us for more details

Dates and locations

Course Dates: Sydney

For dates please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Time: 9am to 4.45pm

Location is close to Sydney CBD. You will be advised of the exact location by email one week prior to commencement.

Fees

For fees please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course. Corporate options include an extended three day version, videoed presentations and specific purpose presentations e.g. to customers.

Booking

To book, phone +612 9660 0199

Email fmi to find out how we can help you:
fmi@managementcando.com

Contact frontline management institute

Email: fmi@managementcando.com

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Location & Post

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