

TRAIN THE TRAINER COURSE

"Tell me and I forget. Teach me and I remember. Involve me and I learn."
Benjamin Franklin



OVERVIEW

This course provides leaders and specialists with the core skills to plan and deliver training at work.

Leaders and specialists in organisations often take on the role of a workplace trainer for new employees or when new systems or new technology is introduced. Training is an interesting and often challenging role. Trainers have to guide people through a learning process and guide their behaviour and knowledge appropriately. At times it is a difficult role and requires both clear thinking and good interpersonal skills. Trainers must be able to plan, prepare, deliver and review training.

WHO IS THIS COURSE SUITABLE FOR?

This course is suitable for people who conduct training as part of their role.

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COURSE CONTENT

SESSION	KEY LEARNING CONTENT
How people learn	<ul style="list-style-type: none">- Adult learning approaches and why they are important for work based training- Learning styles and how they vary- Train, facilitate, coach or mentor? – Select the right approach
Analyse training needs	<ul style="list-style-type: none">- How to identify training needs- Identify competency development needs
Design training	<ul style="list-style-type: none">- Develop training methods- Prepare key training resources- Write the training plan
Facilitate training sessions	<ul style="list-style-type: none">- Prepare participants for training- Present a training session
Evaluate learning	<ul style="list-style-type: none">- Basic ways to assess performance- Monitor individual development- Keep useful learning and development records- Measure return on investment (ROI) in learning

HOW THIS COURSE DRIVES RESULTS

- Train staff internally with a professional and organised approach
- Ensure expert knowledge on products and services is passed down through the organisation in a systematic and clear manner

GROUP DELIVERY OPTIONS:

- 2 days face to face OR
- 8 x 90 sessions delivered via Zoom or other video platform

INDIVIDUAL DELIVERY OPTIONS:

- This course is available as a course by coaching.
Contact FMI for more details



Train the Trainer Short Course

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CUSTOMISED COURSES

FMI is able to design a bespoke training course specifically for your organisation.

FMI's team has extensive experience designing courses and programs for clients across a range of industries and for a range of purposes.



FMI can develop workshops, course materials and activities that are designed to meet your objectives. In addition to tailoring content, FMI can design assessment tools and projects.

These programs can be aligned with role descriptions, performance management systems, capability frameworks and other key learning and development standards and programs that the organisation has in place.

FMI is able to customise the program so that it can be presented as an in-house program with your organisation's branding and specific content such as a graduate entry program. Programs can be delivered by FMI or by someone from within your organisation.

FMI can provide capability overviews for each of the modules for your review. Please contact FMI to discuss which modules are appropriate for your management teams

MORE INFORMATION

Reading an overview is often not enough to make a decision about whether that course or program is suitable for you, your team or organisation. Please contact us to discuss your specific challenges, development needs and strategic initiatives. We can advise you on suitable learning and development solutions, even if it includes courses, programs or services not included in our catalogue.

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ABOUT FMI

The Frontline Management Institute (FMI) uses a practical, work based approach to deliver high quality, engaging and flexible management training and coaching that drives results for managers, their teams and their organisations.

With over 20 years' experience designing and delivering, FMI has helped thousands of managers and leaders to raise their standard of work whilst also ensuring organisations achieve a healthy return on investment. We have worked across many sectors including construction, infrastructure, resources, energy, community, health, consumer products and services, government and public services, financial services, technology, media and communications, transport and logistics. We work with people across a range of levels of experience and seniority including:

- Managers and leaders
- Frontline managers
- Team leaders and supervisors
- New managers
- New supervisors and team leaders
- Teams and team members

ENQUIRIES AND BOOKINGS

For more information please contact our friendly team and we will be happy to discuss with you.

Phone: +61 2 9660 0199

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