

Training of Trainers (5 days)

How to design, deliver and follow-up a training course

Course overview

Knowing a subject is not enough to train on it. Training adults requires specific competencies. This course provides methods and tools to ensure efficient learning process. It focuses on adult learning principles, and includes all stages of the learning cycle:

- Training needs assessment
- Methods, techniques and tools to properly design and deliver a training course,
- Training course follow-up

This course gives the opportunity for each participant to practice methods and tools.

It is also available in French. Ce cours peut également être animé en français.

Who should attend

The course will benefit in particular:

- Trainers
- Heads of training units
- Human resources managers and other managers involved in training

Learning objectives: How you and your organization will benefit

At the end of the course, participants have understood the basics of adult learning and are able to train a group in full respect of the methods, techniques and tools for adult learning.

Participants are able to identify training needs, to design a training session and to ensure a proper follow-up of a course both for the clients (evaluation) and for the trainees (knowledge transfer).

Course programme

The training course is based on a series of modules. It can be adapted to the requirements of the course participants. The emphasis is put on practice and exercises rather than on presentations:

- Group work
- Brainstorming
- Questions and answers
- Role play
- Simulation
- Short presentations.

Day 1	1. Concepts of adult learning <ul style="list-style-type: none"> - Adult Learning Cycle - Principles / notions of adult learning - The role of a trainer 2. Delivering a training course <ul style="list-style-type: none"> - How to start a course - Reasons and rules for “morning recap”
Day 2+3	2. Delivering a training course (cont.) <ul style="list-style-type: none"> - Course Methods, Techniques and Tools - Facilitating discussions - Dealing with all trainees - Conducting end of course evaluation • <i>Practical exercises: Preparing and delivering a session</i>
Day 4	3. Designing a training course <ul style="list-style-type: none"> - How to do a Training Needs Assessment (TNA): Concept and tools - Defining objectives and course structure
Day 5	4. Course follow-up <ul style="list-style-type: none"> - Learning evaluation - Knowledge transfer evaluation - Evaluation of course outcome

Subject to demand, separate tailored in-house courses are available.