

## Objectives

This train-the-trainer workshop will provide a wide range of techniques and tools to help trainers create and deliver exciting, engaging, compelling workshops that will keep their trainees coming back for more.

## Duration

1 day

The topics covered on the course are,

### 1 Getting Started

- Icebreaker
- Ground rules
- The Parking Place
- Workshop objectives
- Action plans and evaluation forms

### 2 The Training Process

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations for each

### 3 Planning & Preparation

- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps
- Designing your course

### 4 Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- A Take-Home Template

### 5 Choosing Activities

- Types of Activities
- Creating a Tickle Trunk
- What To Do When Games Go Wrong

### 6 Preparing for the Workshop

- Creating a Materials List
- Prioritising content
- Gathering Participant Information
- Setting up the Physical Location

### 7 Openings & Getting off on the Right Foot

- Greeting Participants
- Range of openings which engage participants
- Using Icebreakers and activities

### 8 Elements for Delivery

- How long between breaks
- Chunking topics
- DUC chunks and how to apply them

### 9 Keeping it Interactive

- Encouraging Discussion
- Using Group Work
- The Power of Post-It Notes®

### 10 Communication with Participants

- Understanding communications styles
- Dealing with Difficult Participants
- Identify and Select Specific Participants
- Handling Interruptions

### 11 Tackling Tough Topics

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues in the Workshop

### 12 Retention of Knowledge

- Techniques to aid retention
- Tuning for your audience

### 13 Wrapping Up

- Words from the Wise
- Review of Parking Place
- Lessons Learned
- Completion of Action Plans and Evaluations