**‘Train the Trainer’ – Delegate Information**

This is an intensive one-day programme that will build on your skills and knowledge to create and facilitate training for groups of delegates following a recognised industry standard.

The programme involves a high level of interactive learning and peer to peer feedback to inform the learning. The programme provides the basis on which you can further develop your skills as a facilitator of group training sessions.

**Things you will need to do before you come**

Please come prepared with a topic in mind to apply the learning we cover on the programme.

The topic might be shaped as a session that you have already developed and plan to deliver or have delivered in the past, or a completely new topic that you have identified there is a need to deliver.

The topic will form the basis on which you will apply the learning throughout the programme. The aim is that you will have the basic structure, content and have shaped the interactions within the session to deliver it to a group back in the work-place to applying what you have learnt and be able to grow your confidence as a facilitator.

**By the end of the programme you will be able to:**

* Identify the structural elements involved in creating a training session or programme for groups of delegates and apply this learning to your chosen topic
* Complete a knowledge analysis and objective setting for your chosen topic and begin to develop the content for your session
* Understand and apply the techniques for engaging delegates and managing delegate participation.
* Understand and apply the principle techniques for effective facilitation.

A level of expertise and specialist skill is required to facilitate a group training intervention. You may already have some experience in delivering sessions with groups and the programme is an opportunity to further develop your skills and knowledge to deliver high quality learning interventions, enhance your facilitation and presentation skills.

Core content for the ‘train the trainer’ programme will include:

1. **A model for structuring content to ensure effective learning**
* Identifying needs and knowledge analysis, objective setting and structuring the content
* Introducing the session to gain learner buy in, create interest, establish need and benefit (what’s in it for the learners)
* Development of the core learning content to facilitate effective learning
* Consolidation to check understanding
1. **Facilitation skills**
* The role of the facilitator - style, presentation, body language and tone
* The learning environment
* Question techniques to aid learning - types of questions when and how to use relevant questions and questioning to develop understanding
* Managing Participation **-** strategies for engaging delegates, the different types of interaction to cater for different learning styles, group dynamics, handling challenge, providing constructive feedback and giving praise.
1. **Using tools to support learning**- visual aids, power points, scribing, hand- outs and briefs for interactive activities.

**The schedule for the day –** *suggested timings amend as relevant*

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| --- | --- |
| 9.30 am | Welcome and Introductions |
| 9.45 am | A model for structuring content to ensure effective learning |
| 11.00am | Coffee |
| 11.15am | A model for structuring content to ensure effective learning |
| 12.00 noon  | Effective Facilitation techniques |
| 1.00pm | Lunch |
| 1.45pm  | Effective Facilitation techniques |
| 2.45pm | Using Tools to support learning  |
| 3.30pm | Tea |
| 3.45pm | Practice sessions and peer feedback |
| 4.45pm | Close  |

**Delegate List** *– add names and roles*

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| Name  | Job Title |
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