

IMPACT! training for trainers

The Impact! training for trainers course is designed to support people who require a solid grounding and comprehensive toolkit on how to train adults at all levels in the organisation. The course suits both entry-level as well as experienced Learning and Development practitioners who have responsibility for planning, delivering and assessing group or individual learning sessions.

The course is held over 5 days. Days 1 to 4 are continuous. Day 5, which is held a week later, is an intensive practical session where each participant has planned and will deliver a 30-minute training session on their chosen topic. Constructive feedback is given on planning and delivery techniques.



Learning Outcomes

By the end of this course participants will be able to:

- Describe key adult learning principles and their implications on planning and delivery.
- Design specific and measurable performance objectives for a session.
- Plan activities that will check learning during and at the end of a training session.
- Consider different learning styles in the planning and delivery stages.
- Design sessions using the 4Mat Model and a session plan template.
- Demonstrate effective introductions that set the scene and arouse interest.
- Build and maintain rapport with adult learners.
- Explore interactive training and learning strategies and when best to use them.
- Effectively use questions to draw out key information and experiences from learners and check learning.
- Give and receive balanced feedback to promote learning and ownership.
- Evaluate learner reactions, gauging motivation to transfer the new knowledge and skills back into the work environment.

Course Content

Unit 1 Setting the scene

This unit explores the principles of adult learning and gives participants an opportunity to assess their present level of skill as a trainer.

Unit 2 Giving training a purpose

Participants learn how to write performance objectives for training sessions and set standards.

Unit 3 Checking the learning

Participants learn about how to assess learning using formative and summative techniques.

Unit 4 What are we training?

This unit develops practical techniques for analysing knowledge and skill content before developing a training session or course.

Unit 5 Who are we training?

The participants take a closer look at the learner and examine such topics as learning styles, barriers to learning and diversity.

Unit 6 Choosing the activities for learning

This unit explores interactive methods and strategies, which facilitate learning, e.g. structured rehearsal and case study.

Unit 7 Getting the message across

Focusing on trainer communication skills, this session culminates in each participant facilitating a small group, providing an opportunity to demonstrate questioning and listening skills, management of the group, giving instructions and debriefing skills.

Unit 8 Putting it all together

Participants learn how to develop a comprehensive session plan.

Unit 9 Using the tools of training

This unit focuses on the use of training resources.

Unit 10 Did the training make a difference?

This unit focuses on identifying the methods of evaluating training.

Unit 11 Mini-training sessions

During this session each course participant will deliver a 30 minute mini training session for the other participants and the course facilitator will observe this session and provide detailed

2017 course dates
20 to 23 and 30 June
14 to 17 and 28 August
31 Oct to 3 Nov and 10 Nov

To book places on the course
email: info@leadingedgetraining.co.nz
or phone Allan on 09 4100545