

## 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

To book places on the course  
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