

Train the Computer Software Trainer (OJT computer software trainers)

The Train the Computer Software Trainer course is designed to give those who are proficient in computer applications the knowledge and skills to successfully train and coach groups and individual learners. Typically these trainers teach computer skills part time and have never attended a course where they develop the practical skills of training adult learners.



Learning Outcomes

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

- Describe how adult learning principles impact their training
- Explain the barriers that may interfere with Learners' learning
- Describe the essential communications and planning required in the workplace prior to running a training session
- Write measurable Learning Objectives
- Describe ways to build rapport with learners
- Ask quality questions during a teaching session
- Demonstrate how to connect with Learners
- Break a software teaching topic into tasks and tasks into steps
- Write an effective Lesson Plan for a given Task
- Describe the components of the 'TIPS' training model
- Assess learners using questioning and observation
- Conduct a computer software training session
- Evaluate the effectiveness of the learning session

This 2 day course is highly interactive and practical. Participants get to practice the skills learned and apply them in mini training sessions. Constructive feedback is given by peers and trainers. We usually run the course in house which gives you the opportunity to develop lesson plans to your organisation.