

Reed-Robbins
Performance
Solutions



Train The Trainer Programme
For Workshop Designers, Trainers & Facilitators

0800 083 8013
www.reedrobbins.co.uk

The Secrets of Training & Facilitation



Before The Training: PreWork

Much of the theory of learning can be covered before you set foot in a classroom. We will give you some materials to digest before the training and a simple quiz to ensure you have fully understood the concepts before applying them in your course design. This will save vital time during the training to focus on participation and practice.

The Secrets of Helping People To Learn

- Kolb Learning Cycle
- Honey & Mumford Learning Styles
- Blooms Taxonomy
- Planning questions
- Setting learner objectives and outcomes
- The McCarthy 4-MAT Model of learning
- Visual aids and how NOT to use them
- Catering to Myers Briggs types in the classroom

The Secrets of Training & Facilitation



Day 1: Designing Your Training

During day 1, you will be guided through the process of creating and designing your training from scratch. We will help you understand your audience and focus on your learning objectives and outcomes. You can then design and structure your training by following a simple step by step formula. Once we have helped you decide on what content to include in your training, we will show you how to bring it to life in order to ensure your training course is interactive, dynamic and fun. You will learn how to develop excellent materials for use by yourself or others.

The Secrets of Helping People To Learn

- What do excellent materials look like?
- Planning questions
- Setting learner objectives and outcomes
- Deciding on the content to include in your training. Avoiding content-overload.

Structuring & Sequencing Your Training

- Structuring and sequencing your content.
- Teaching complex concepts and principles.
- Using the McCarthy 4-Mat Model of Learning.
- Practice a proven formula for your training.

Making An Impact

- Making it clear and easy to understand.
- Making it sticky and memorable with accelerated learning techniques.
- Using stories, anecdotes, metaphors, examples, diagrams, pictures, repetition, questions, exercises and discussions.
- Creating effective visual aids.
- Designing appropriate ice-breakers, games and energizers.

The Secrets of Training & Facilitation



Day 2 & 3: Facilitation & Delivering Great Training

During days 2 & 3, we will help you practice facilitating and training to build your confidence. We will ensure you can build rapport with your audience and ensure you choose deductive or inductive styles of training according to suit your objectives. We will help you understand group dynamics, what to expect from some of your delegates and how to handle some challenging situations. You will learn how to create your trainer state, use your physiology for best effect and confidently project your personality into your training. You will have the opportunity to practice training the group with detailed feedback.

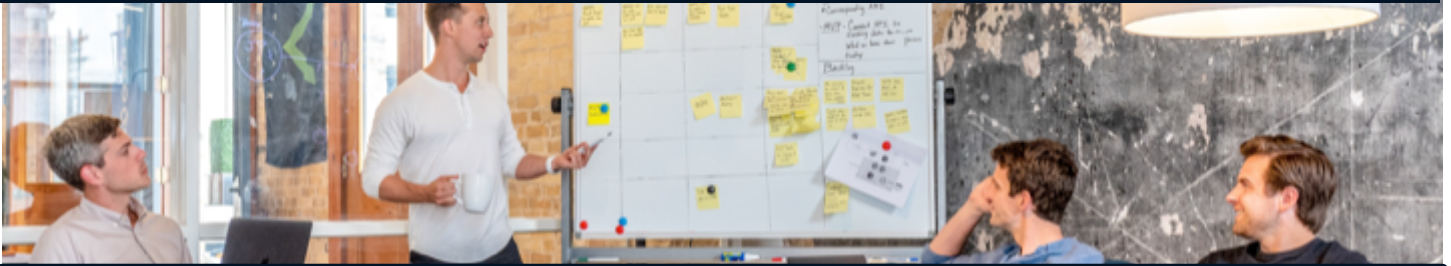
Delivering With Confidence:

- Creating your trainer state and physiology of excellence.
- Creating gravitas and confidence.
- Voice skills and removing distracting habits.
- Gestures and what to do with your hands.
- Finding your own style.
- Banishing nerves for super confidence!

Facilitating A Great Training:

- Understanding when to train, present or facilitate.
- Setting your own outcomes for the session.
- Building rapport with an audience you don't know. Easy wins and remembering names.
- Opening & closing your training course.
- Introductions, frames, group values, summaries & feedback.
- Inductive & Deductive styles of training and facilitation.
- Adding impact and ensuring your training is stimulating and engaging.
- Group dynamics and handling challenging delegates.
- Handling questions.
- Creating the learning environment and designing the room set-up

The Secrets of Training & Facilitation



Day 4: Practice With Coaching & Feedback

A one size fits all approach only goes so far. After that, you need some coaching and support specific to your needs and your performance. So to help you get to the next level, the practice day involves the opportunity to facilitate and train for up to an hour, with constant support, unbridled encouragement and empowering feedback from your peers in the presence of a dedicated coach. Every delegate gives feedback to every other delegate, further integrating your learnings from the training.

For Designers

- If you are more of a designer of workshops than a presenter, then you will spend some time talking us through the materials you've created.
- We will test live in the room, that the materials can be followed and utilised and how they work in practice.
- You will receive feedback and guidance on how the materials land and whether there is anything you could do to make them more impactful in future
- You also have the opportunity to ask any questions that would help you design your style of trainings.

Presenter / Facilitator / Trainer

- If you are a facilitator or trainer, then you will be delivering some training or a workshop for an audience that either you have created or you have brought with you to present.
- We will give you support and encouragement as well as detailed and immediate feedback to help you incorporate any learnings immediately into your training.
- We will keep the session light and fun, empowering and positive so that you feel safe to try a few new things out and be as adventurous as you'd like to be!

The Secrets of Training & Facilitation



Follow Up: Coaching & Resources

Once you have learned the skills and had a chance to practice with feedback, you may be ready for some personalized coaching. In these one to one sessions you have the opportunity to push to the next level of skill beyond what has been covered in the training or to address any particular challenges that you need a little more focused help to resolve.

It is also vital that new skills are practiced and refreshed regularly and so we have provided reference material and videos to help the trainers and designers revisit elements they need to brush up on, whenever they need to.

Coaching

- Once you've received your practice day coaching and feedback, you may find there are individual challenges that aren't suitable for dealing with in a group setting. Coaching is available for removing those blocks and helping you in a more private and focused way ,with the help of a supportive, transformational coach.

Resources

- Online content and PDFs describing the knowledge part of the content, such as kolbs learning cycle, 4-MAT model and all knowledge gained on the training.
- Games, quizzes to test your knowledge on these subjects and how you might apply them in practice.
- Videos to demonstrate the techniques we have taught you during the training so you can see them in practice.



Getting in touch...



Reed-Robbins Performance Solutions

0800 083 8013

jess@reedrobbins.co.uk

www.reedrobbins.co.uk

- Performance Psychology
- Influence and Persuasion
- Communication Skills
- Presenting Skills
- Coaching for Managers
- Cultural Change Programmes
- NLP Practitioner
- NLP Master Practitioner
- Evolving The Tribe Leadership & Management Programme