



# Train the Trainer: Designing a Training Session

A one day, 5 star rated course from the training experts



# Train the Trainer: Designing a Training Session

*The Train the Trainer: Designing a Training Session will teach delegates the theory, tools, and techniques required to design their own training courses and programmes.*

This course is a stand-alone course but is also a natural follow-on from Train the Trainer, utilising the same theory and skills addressed on the first course.

This course will provide you with a good opportunity to establish straight forward and logical training material.

With this course you will develop the knowledge and ability to create training material which any trainer can use to their best ability, making the most of your training & development investment.

## What you will gain:

- ✓ A clear understanding of how to develop 'effective' training courses
- ✓ An appreciation of the elements that stimulate learning in the training room
- ✓ A comprehensive understanding of the tools and techniques required to produce training materials for trainers and delegates
- ✓ An opportunity to practise writing a short training session and receive feedback from the Trainer

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

## Who should attend?

This course is intended for people new to training, or those with no formal knowledge about the design and delivery of training programmes.

## Prices & Venues:

Manchester: £295+VAT

Online: £235 + VAT

For courses in Leeds, Liverpool, and Birmingham please contact us.

Great training course - no waffling!  
Lots of great hints and tips, ideas I can take forward in my own training and with my colleagues.

Sarah Farrell-Graham | GMCVO  
Databases

## Private & One to One courses

We offer private and one-to-one courses throughout the UK and online. Please email or call us with your preferred venue, number of delegates and any requests.

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided

mtraining

# Train the Trainer Training COURSE OUTLINE



## Train the Trainer Objectives

- Gain an understanding of the training course design process
- Appreciate the importance of logical structure
- Learn how to engage and test delegates
- Develop the ability to produce supporting documents to assist in the delivery of a training session
- Recognise how visual aids effectively help transfer information
- Identify the ways to evaluate the effectiveness of your courses
- Explain how to give feedback so as to develop the delegate's understanding

## Train the Trainer Topics

- The 10 Steps to Designing an Effect Course
- How to structure a course
- Interaction in the training room
- Creating comprehensive training notes and delegate manuals
- Visual Aids
- Testing & evaluation of effectiveness of training course design
- Give effective feedback in order to improve performance

## How to book

To reserve your place on our Train The Trainer Course, simply pick your preferred date and location, and send us an email or give us a ring.

Or if you prefer, we offer private and In House training on request.

Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)

Call: 0161 226 6032

Or visit: [www.mtraining.co.uk](http://www.mtraining.co.uk)

We offer group booking discounts for two or more delegates.