

2 Day, Instructional Excellence Training The Trainers' For Optimal Results

Background:

Thanks to the rapidly expanding marketplace and ever increasing competition, customer diversity, and new technology availability for exploration, Organizations across the world face change like never before... Having a competent – knowledgeable - skilled and trained workforce is often the key to the success in our business! This is true, in particular when trying to train new incumbents, experienced work force and/or lateral hires.

Your employees will make or break your company's stand in the market place..! Well trained and engaged employees become your most valuable asset! For this to happen, you need the right talented individuals as your TRAINERS - the dedicated ones with drive and positive attitude with ultimate passion to hone your employees' skills to enable them deliver promises to the stakeholders.

Keeping the right set of trainers will help influence your business onto the right perspective, direction and profitability. You need a training work force with loyalty, dedication, and zeal: Men and women who routinely get the job done right and on time and still want more...!

...But how can you make this so called 'PASSIONATE TRAINING TEAM' a reality? And, how can you promote those qualities among your existing trainers? This workshop is an ideal place for TRAINERS to discover an experiential learning about practicing Instructional Excellence!

Who Should Attend:

1. HR – Training & Staffing Teams
2. Workforce, Talent, Learning & Development and Training Teams
3. People, Technical & Functional Managers
4. Quality, Risk Management & Corporate Communication Teams
5. Subject Matter Experts – Especially People Who Train and Involve in Others' Skills Enhancement

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Learning Objectives:

Following are the key questions that you need answers and insights which you can expect from this 'Instructional Excellence' Train-the-Trainer Workshop:

- By reinforcing outcomes of passionate training, how can I enable a unified, motivated workforce?
- How can I develop new learning opportunities and training offerings by kindling the thought processes of my trainers?
- How do I find the best ideas for my trainers so that they can grab thorough attention from the participants?

Answers to these key questions will help you refocus your training and trainer strategy, drawing your entire talent development workforce together towards offering the best to your employees. You'll see more exploration among your trainers, leading to better coordination and team work to tackle your organization's learning needs...

As an outcome, you'll realize productivity increase as workers come aboard with the new system, by quick and alternative learning opportunities and training offerings/products. Ultimately, you'll have less overhead as every employee recognizes their contributions are important to the long term success of your organization!

Workshop Outline

Day 1

Ice Breaker & Setting Expectations: 10:00 – 10:30 am

Session I: 10:30 - 11:30 am

- Role of Trainers – Importance of PACE: Passion – Attitude – Competency –Energy / Emotion
- Facilitation – CASE Technique: Challenging – Active Listening – Storytelling –Engagement(Q& A)

Session II: 11:45 - 01:15 pm

- Organizational Skills – Get to Know Your Audience – Participant Assessment – Proactively Addressing 'WIIFM' for Participants!
- Learning Process – Kolb's Learning Cycle (Active Experimentation – Reflective Observation – Concrete Experience – Abstract Conceptualization) – Basic Kolb's Learning Styles / Orientation (Diverger – Converger – Assimilator – Accommodator) – Honey & Mumford Learning Styles (Activist – Reflector – Theorist – Pragmatist) – Adult Learning Principles

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Session III: 02:00 - 3:30 pm

- Instructional Styles (Authoritarian [Dominant – One Way Information Flow] – Democratic [Collaborative – Two Ways Information Flow] – Laissez-faire [Non-Judgmental & Hands – Off]) – Backup Plan – Managing Difficult Training Situations – Managing Difficult Participants – Extracting Cues From Participants Own Experiences
- Workshop Participants' On-the-Job Personal Experience Sharing – Role Plays

Session IV: 3:45 - 4:45 pm

- Effective Learning Material Development Process: Assess Training Needs – Determine Target Audience (Roles / Levels / Designation Triggers) – Develop Course Content (Case Studies – Power Point Slides – Word Documents – Questionnaire – Class Room Exercises) – Deliver Material – Pilot Run – Evaluate Effectiveness – Assess Improvement Opportunities (Ongoing) – Refine Material (Ongoing)
- Learning Preferences – KVA: Kinesthetic (Learn thru' Moving / Doing / Touching) – Visual Learners (Learn thru' Seeing) – Auditory Learners (Learn thru' Listening) – Learning Style Inventory – One Size Doesn't Fit All!

Wrapping Up & Summary: 4:45 – 5:15 pm

Day 2

Setting Expectations: 10:00 – 10:30 am

Session I: 10:30 - 11:30 am

- Moving From Presentation Skills to Skills!
- PREPARE: Plan, Revise, Enumerate, Pre-pair, Articulate, Rehearse & Enact

Session II: 11:45 - 01:15 pm

- Training Delivery: Begin – Posture – Eye Contact – Voice [CLAP: Clarity – Loudness – Assertiveness – Pause] – Humour [No Jokes Just For That Sake!] – End
- CLASS on TIME: Climate/Contingency – Learning – Activity – Silence – Surprise Management & Temper – Interruption – Motivation – Effect Management

Session III: 02:00 - 3:30 pm

- Workshop Participants' Role Plays
- Feedback & Improvement Opportunity Identification to Participants (WRT Role Plays)

Session IV: 3:45 - 4:45 pm

- Best Practices WRT Training 'Generation Y'
- Become An Effective Trainer – Derive Your Own Personal Action Plans

Wrapping Up, Summary& Feedback: 4:45 – 5:15 pm

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Workshop Format

The workshop uses a variety of experiential sharing methodologies to maximize the learning of the mechanics of effective management of training. These include:

- Reference Material like notes (Hard / Soft Copy) will be provided to serve as an ongoing reminder and reference, covering all parts of the Learning / Training Life Cycle Process and behavioural styles as and when necessary.
- Discussions will relate these principles to participant's own situations, prospects and on-the-job examples.
- Role-Plays / Report Outs are a major part of the program and provide the opportunity to practice effective training management skills using participant's day-to-day job situations.
- Extensive Feedback and Experiential Learning contributes to overall development planning for every individual to become an effective trainer and thus contribute to the learning organization

Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training.
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client.
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited.
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
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