

# Train The Trainer

## 2-Day Highly Interactive Workshop

### Overview

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... Having a competent – knowledgeable - skilled and trained workforce is often the key to the success in our business! This is true, 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 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!

### Learning Objectives

Following are the key questions that you need answers and insights that 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 teamwork 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 his or her contributions are important to the long-term success of your organization!

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### Course Outline

<b>Train the Trainer Workshop – 2 days</b>			
	<b>Title</b>	<b>Contents</b>	<b>Methodology</b>
1	Introduction	Facilitator introduction. Sharing Objectives of the Workshop & Expectation Management	Discussion
2	Effective Trainer	Understand what makes an Effective Trainer - Qualities, Habits & Traits that differentiates an effective trainer from others	Group Activity & Discussion
3	Delivering Training & Active Listening	Discuss the four stages of Listening. Also discuss as to how Active Listening differs from Intense Listening.	Discussion & Learning
		How does Active Listening support a trainer while facilitating a training program? How does Active Listening of the trainer support the participants during the training program?	Discussion & Learning
4	Trainer / Facilitator's Dashboard - 1	10-minute mock training by each participant. Participants to consciously keep in mind the Effective Trainer Qualities while delivering	Individual Activity & Discussion
5	Plan to Train	Important parameters & other tips while planning to train - Training Objective, Logistics to train, Training Aids, Understanding Participants	Discussion & Learning
		Structuring a Training Session - The "Tell Them" Structure. How to design the program based on the structure?	Discussion & Learning
		Preparing Self - Importance of "Presence" of a trainer, Building Enthusiasm, Conviction & Commitment.	Discussion & Learning
6	Learning Styles	Understand the 3 key learning styles that all of us adapt - Visual, Auditory & Kinesthetic. Also understand the dominant learning style of individual participants	
		Applying the 3 Learning Styles while facilitating a training program - What are the various methodologies that a trainer can adapt to apply the 3 learning styles while facilitating a training program?	

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7	Training / Facilitation Delivery	Introduction - How to make a positive first impression at the beginning of the Training? How should the trainer start every training?	Discussion & Individual Activity
		Verbal Communication tips to Training - Words that the trainer should use. Common mistakes that the trainers make in Verbal Communication that they should avoid.	Discussion & Learning
		Non-Verbal Communication tips to Training - Body Language, Proxemics & Paralanguage - Do's & Don'ts that the trainer should adapt while facilitating a training program. Common errors that the trainer commits while facilitating a training program.	Discussion & Learning
		Managing Time - How to manage time while delivering the Training Session? - Creating a Time Table for each module & sticking to it	Discussion & Learning
		Managing Fear - Why do we get Fear? What is Fear? Tips to overcome Fear while facilitating a Training program.	Discussion & Learning
8	Handling Challenging Situations	What are the various challenging situations that could occur while facilitating a training program? Focus on challenges posed by tough participants.	Discussion & Learning
		Specific discussion on challenges posed by participants - One Tough Participant, Group of Tough Participants, Destructive & Dysfunctional Behaviour of Participants.	
		Managing Disagreements - Why do participants disagree? What happens when we disagree & get into an argument with participants?	
		Learn & practice the Art of "Fogging" - How to do "Fogging"? How does Fogging support in managing disagreements?	
9	Review of Trainer / Facilitator Dashboard - 1	Playback all the Trainer / Facilitator Dashboards and identify 3 / 4 Areas of Development by reflecting on the workshop learning discussed. - (if Time Permits)	Video, Discussion & Learning (if Time Permits)
10	Trainer / Facilitator's Dashboard - 2	Repeat Activity - 10 Minute Repeat Training Session by each participant followed by feedback by other participants reg. Areas of Development - (if Time Permits)	Individual Activity & Discussion (if Time Permits)

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### Requirements:

- Speakers and LCD projector
- White Screen
- Video Camera with Assistant for video recording participants presentation
- White board with Erasable Markers
- Clip Board, White Flip Chart Sheets & Permanent Markers
- Note Pads / Pens / Pencils for the Participants

### Terms & Conditions

- 100% advance payment must be made along with purchase order.
- Facilitator's Travel, boarding and food charges must be borne by the client
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training India. 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 must be taken care by client only.
- Overseas clients will have to arrange visa, air travel and local travel on their own. If client want us to assist in local travel Sieger Team can facilitate with additional charges.
- 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.
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training if 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;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices.
- This Proposal is proprietary, confidential, privileged information and creative work of Sieger Training India to our clients. Any dissemination, distribution, or copying of this proposal and the photos and information thereto (in whole or part), in any manner, is strictly prohibited without our permission and actionable at law.