

Train the Trainer for Facilitators

Length: Two Days (1-4 day options available upon request)

Summary: Good facilitators have always been expected to be informative and knowledgeable about the subject matter they are covering. But, what makes some trainers truly exceptional? This hands-on, train-the-trainer has been designed to help all levels of trainers to increase their facilitation abilities and expertise, and to be as effective as possible. The theories, concepts and principles covered in this course are the result of several years of research in the study of what makes instructors truly effective and promises to help all trainers become extraordinary.

Practical Application: The fundamentals of facilitation are covered in detail and every participant will have the ability to “practice” every concept that is introduced. This is an interactive course and trainees will have the opportunity to immediately apply what they have learned. This allows each participant to leave the course with a strong sense of confidence in their ability to apply what they have learned.

This course also will help facilitators identify their strengths while creating strategies to minimize their weaknesses. Great trainers have the ability to get the very most out of each participant and this is the goal of our Facilitator Train-The-Trainer course.

COURSE CONTENT

1: INTRODUCTION & OBJECTIVES

- Program objectives
- The role of facilitator
- Influence defined & discussed

2: FUNDAMENTALS

- Adult learning principles
- Classroom design & set up
- Preparation
- Facilitation processes and theories
- Styles of learning
- Curriculum writing basics
- How to write a lesson/training plan

3: COACHING

- Getting the most out of each participant
- What is the trainee’s perspective?
- Principles of motivation
- Coaching Vs. Instructing
- Identify your strengths and weaknesses

4: ADVANCED FACILITATION

- Understanding your participants’ world
- Make the connection, gain the respect
- Essential building blocks
- Body movement and language
- Gestures- The good and bad
- Training “Strategy” Vs. “Tactical Training”
- Your voice- how to use it
- Elicitation not just presentation
- Humor- when and how
- PowerPoint – use it, don’t abuse it

5: PRACTICAL APPLICATION

- Now is the time to practice
- Demonstration of competence
- Perfect practice make perfect
- Stage presence demonstrated
- Articulation, volume and more

6: PUTTING IT ALL TOGETHER