



ADVANCED TRAINING SKILLS COURSE

This course is designed for experienced classroom instructors and line trainers. The aim of this course is *'To review and refresh current Instructional Techniques. To develop skills to enable trainers to develop effective training programs and material. To be able to assess work performance and deliver effective feedback.'* This course is delivered in either two or three days, depending on number of delegates, their training experience and their specific requirements

Objectives will Include:

Evaluate the different learning styles of trainees and adapt their training style accordingly

Know and use the 5 stages of the training cycle

Use the training cycle for course preparation, course delivery and evaluation

Set clear learning outcomes for knowledge, skill and attitude based training sessions

Structure lesson plans for both theoretical and practical training sessions

Conduct effective theoretical and practical training sessions within a set time frame

Employ both an instructional and facilitative style of training

Deal with different behaviours of trainees during training

Identify the differences between assessment and evaluation/training vs. checking

Write effective reports and action plans on trainee's performance

Deliver motivational and developmental feedback

Complete assessment forms for trainees

Know your own strengths and weaknesses