

The Trainers Toolkit

Duration: 5 Days

There's only one reason why a group should have a trainer amongst them and that is to create powerful learning states and a memorable learning experience so rich and deep that the message facilitate behavioural change!

In just **5 days**, you can easily master the skills of creating an unforgettable training event. You can exceed your ability to create a powerful learning experience to create states of curiosity, anticipation and motivation creating a positive impact on your learners and maximizing memory and retention. You will know how to select and design activities that optimize learning and Increase learner's retention by up to 34% and allow learners to process content faster

You will enable effective learning transfer with Terrific Transfer Techniques and create positive pathways that remove barriers to application and encourage learners to apply new techniques to their real world.

Training is about much more than presenting. It's about designing and presenting workshops and materials that are entertaining enough to gain attention, stimulating enough to engage and involve participants, vivid enough to remember and practical enough to be applied easily in the workplace.

Outcome:

During this accelerated learning course will discover up to date methods and ideas for identifying training and development needs, you will explore and practice brain friendly training techniques, and you will be amazed at your ability to use your new skills with ease and with great effect. You will return to your work with a complete range of tools and techniques that will maximise learning retention based upon the latest research from the world of neuroscience and armed with renewed confidence and enthusiasm to deliver excellence.

Objectives:

By the end of this course, you will be able to:

- ✦ Promote the training function as an effective business driver
- ✦ Perform a training and development needs analysis and translate the results into a specification
- ✦ Select and apply appropriate and effective methods of collecting and gathering information from individuals and across the organisation
- ✦ Employ a variety of techniques to enable successful outcomes from interviewing and analysis to identify the learning requirements and needs of individuals
- ✦ Clarify performance objectives identified at appraisal
- ✦ To generate awareness of personality type and practice flexible communications to appeal to differences

- ✦ Identify stakeholders, and their needs and how to deliver solutions to stakeholder needs ensure that training has a positive impact on the bottom line
- ✦ Evaluate and differentiate between a range of learning opportunities and match them appropriately to individuals training and development needs
- ✦ Apply accelerated learning techniques to create optimal learning environments
- ✦ Confidently utilise Neuro Linguistic Techniques during the design and delivery of your programmes and package information to encourage response and ability
- ✦ Exploit multiple intelligences, learning styles needs and preferences during design and delivery
- ✦ Accelerate learning through memory and learning retention
- ✦ Apply instructional design techniques that deliver effective learning aids
- ✦ Deliver DYNAMIC presentations through projection of enthusiasm and energy
- ✦ Create openings that IGNITE a room and Captivating Closes
- ✦ Establish credibility and interest and create states of curiosity, anticipation, enthusiasm with pre and post course interventions
- ✦ Control your space and presence to get rapport and project with confidence
- ✦ Use pace and structure more effectively for maximum results
- ✦ Use language creatively to present a powerful message
- ✦ Deliver a variety of presentations for different audience requirements
- ✦ Manage question and answer sessions with ease

Approach

This development programme is extremely interactive, placing emphasis on applying ideas and techniques and methodologies to situations in your organisation. Learners will experiment with experiential techniques to create brain friendly training events that maximise learning transfer and retention.

Pre Workshop

Participants should bring a topic to the workshop that they wish to develop and optimise for design and for delivery. The topic should be work related and intended for delivery to a specific audience.

Day One Learning – Analysing Needs and Identifying Wants

- ✦ Linking to corporate objectives, policies and plans. Aligning training with business needs
- ✦ Aligning training with strategy and standards
- ✦ How to identify stakeholders, and their needs. How to deliver solutions to stakeholder needs
- ✦ identify and promote the value added element in your service
- ✦ Recognising when development needs occur – the drivers for training and development and the symptoms of a need
- ✦ Delivering a competency based training needs analysis
- ✦ Separating “Wants” and “Needs” and ensuring needs are aligned with job requirements

- ✦ Identifying the training and development needs of three elements, the organisation, groups within it, and individual needs
- ✦ How to assign responsibility for identifying training needs, encouraging management responsibility
- ✦ Develop your needs analysis toolkit – 7 methods and support templates to support training needs analysis

Day Two Learning – Appealing to Styles and Preferences

- ✦ MBTI – your type and preferences, recognising and communicating successfully with a range of types
- ✦ Recognising how individuals of a particular psychological type learn and adjust to new behaviours
- ✦ How to enhance learning for the given type
- ✦ Identify a range of learning styles and preferences and adapt your approach to influence the styles
- ✦ Identify your trainer type using Trainer Type Inventory (TTI)
- ✦ The nine intelligences - lesson planning to meet the needs of a variety of intelligences.
- ✦ Discover a range of motivators for learning .Recognising motivators & developing Super Motivational training techniques

Day Three Development – Dedicated to Design

- ✦ The learning cycle
- ✦ Identify and overcome barriers to learning at each stage of the learning cycle
- ✦ Setting Objectives - Consider how to agree effective performance and behavioural objectives (Well Formed Outcomes)
- ✦ Too Much, Too Fast, It Won't Last? How information is received and processed to short term memory
- ✦ Discover how clear objectives help to structure learners expectations, guide design, and enable managers to participate in learning transfer
- ✦ Evaluation criteria, - what do learners demonstrate to prove that the learning has been taken on board
- ✦ Designing learning interventions and training aids that accelerate memory, understanding and doing (MUD)
- ✦ Pacing and sequencing content The Magic number 5 Information overload - how to avoid it.
- ✦ How to separate the need-to-know content from the 'nice-to-know' content.
- ✦ Maximising learning and creative learner responsibility via pre course material. The value of priming and pre-exposure to content
- ✦ Utilising a combination of strategies will create a variety of opportunities for learning and superior results in comprehension, retention and application
- ✦ Producing Red Hot Handouts

Day Four Presenting – Polished Performance

- ✦ Positive attitudes present polished performance
- ✦ Stress busters - Reducing anxiety – Fear (False Evidence Appearing Real)
- ✦ PERSONAL SABATOGUE! Finding useful behavioural strategies
Assess your voice personality and create perfect pitch
- ✦ Friend or foe - assessing the audience
- ✦ How venue and seating can affect your audience
- ✦ Openings that ignite a room. What should your opening announce?
- ✦ Creating and Recognising States of Curiosity, Anticipation, Surprise, and Confidence
Connecting content and Audience
- ✦ Questions, creating clear expectation response modes
- ✦ Why use Metaphors and Analogies?
- ✦ Techniques for Brain Imprint
- ✦ Visual auditory and tactile simulation
- ✦ Slow starts - their effect and recovery
- ✦ Managing.... Prisoners Protestors and Passengers

Day Five Development– Promoting Transfer

- ✦ Perceptual positions
- ✦ Hooks to capture your audience
- ✦ The rule of 3 and how it helps retain messages
Use of empowering and influential words to sensationalise your message
- ✦ Creating verbal pictures - Making messages memorable
- ✦ Managing disruptions and Managing silence
- ✦ Captivating closes
When Does A Workshop End? - Continuing the learning process even after the workshop has finished!
- ✦ And to help you on your journey... a toolkit of development sites for training professionals