



Training of Trainer

Objectives

The course provides tips and guidelines to you:

- to be a more effective speaker or trainer
- to be able to construct a lesson/course and lesson plan
- to raise your ability to spark change in others
- to build your self confidence
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Course length: 5 days (3 days training + 2 days practice)

Course Agenda

1. Training theory

- 1.1. Working with different learning styles
- 1.2. Characteristics of a good trainer

2. Presentation and communication skills

- 2.1. Interviewing skills
- 2.2. Lecturing skills
- 2.3. Questioning skills
- 2.4. Working in group
- 2.5. Good work through praise
- 2.6. Time management skills
- 2.7. Dealing with difficult people
- 2.8. Managing your stress
- 2.9. Overcoming presentation fear
- 2.10. Giving feedback in an appraisal
- 2.11. How to keep the training interesting
- 2.12. Maximizing body language

3. Lesson and Presentation Development

- 3.1. How to write and structure a course/lesson
- 3.2. How to structure a presentation
- 3.3. Using flip charts, overheads, handouts and workbooks

4. Using information technology in presentation

- 4.1. PowerPoint presentation and techniques
- 4.2. Using visual aids in Powerpoint presentations
- 4.3. How to use transitions in Powerpoint presentations