

# Training of Trainers

**TRAINERS ARE MADE NOT BORN**



## Outline

The success of any training programme largely depends on the quality of the trainers: they can make or break the success of the training, turn it into a costly disaster or make “magic” happen. The quality of trainers is related to their skills: to know which processes will most successfully transfer knowledge, develop new skills, or which are most likely to shift attitudes. Therefore, this training aims to (further) develop trainers’ abilities to design and deliver effective courses.

Essential skills will be obtained and applied in role plays, group exercises and individual assignments.

The goal of this course is to enable trainers to: consider the principles of adult learning while designing and implementing their training courses; make effective presentations; conduct guided discussions and facilitate the learning processes of people.

## Who should attend?

This course is suitable for any person whose frequent or occasional duties cover adult education tasks in the NGO, public or business sector. Trainers and facilitators/moderators who wish to improve their skills and get motivation to design training considering the adult learning principles will find valuable inspiration in this training course.

## Benefits to you and your organisation

- Improved presentation and facilitation skills;
- Intensive experience in training design;
- Knowledge of adult learning principles and their application to the each stage of the training cycle;
- Insights and hints from professionals;
- Opportunity to share experience and network with other trainers;
- Personal action plan for improving your own performance.

## Contents

### General Training Background:

- Training Cycle
- Training Needs Assessment
- Training Objectives
- Adult Learning Principles
- Training Design
- Training Methods
- Session Design

### Facilitation Skills:

- Questioning
- Active Listening and Paraphrasing
- Brainstorming and Mind Mapping
- Making Effective Presentations
- Feedback
- Group Dynamics
- Personal Action Plan