

## Train-The-Trainer

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of their job, you always want to be prepared. Your participants will understand that training is a process where skills, knowledge, and attitudes are applied in a unique way.

Our Train-The-Trainer workshop will provide your participants the skills to help them deliver engaging and compelling workshops. Skills such as facilitating, needs analyses, and managing tough topics will give your trainees what they require to become a trainer themselves.



### Course Outline:

#### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Module Two: Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations for Each

#### Module Three: Gathering Materials

- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps

#### Module Four: Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- A Take-Home Template

#### Module Five: Choosing Activities

- Types of Activities
- Creating a Tickle Trunk
- What to Do When Games Go Wrong

**Module Six: Preparing for the Workshop**

- Creating a Materials List
- Gathering Participant Information
- Setting up the Physical Location

**Module Seven: Getting off on the Right Foot**

- Greeting Participants
- Being Prepared
- Using Icebreakers
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**Module Eight: Delivery Tips and Tricks**

- Using Visual Aids
- Creating Supporting Materials
- Gauging When It's Time for a Break

**Module Nine: Keeping it Interactive**

- Encouraging Discussion
- Using Group Work
- The Power of Post-It Notes

**Module Ten: Dealing with Difficult Participants**

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions

**Module Eleven: Tackling Tough Topics**

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues in the Workshop

**Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations