



## Train The Trainer (4 Days)

**COURSE GOAL:** To provide current company trainers and future trainers with the necessary tools to conduct extremely effective training sessions.

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

Upon completion of this course the student will learn how to:

- Maintain leadership
- Create learning associations
- Plan lessons
- Control training groups
- Analyze trainees
- Establish credibility
- Perform needs analysis
- Write training programs
- Conduct evaluations
- Perform effective on-the-job training
- Use negotiation techniques
- Use Financial Management
- Work with literacy in the workplace
- Identify the changing demographics of the workplace
- Plan strategically
- Use effective post-training follow-up services

**Key Topics:**

**I. The Nature of Training**

- A. The Function and Purpose of Training
- B. The Structure of Training
- C. The Role of the Trainer

**II. Planning and Preparing for Training**

- A. Preparing a Needs Analysis
- B. Evaluating Your Effectiveness
- C. Researching the Subject Matter
- D. Writing the Training Program
- E. Alternatives to Writing Programs
- F. Aids to Training
- G. Technology and Training
- H. Setting the Physical Environment

**III. Special Applications in Training**

- A. Training for Teams
- B. On-the-Job Training
- C. Special Considerations for Training in Technical and Sales Environments

**IV. Managing the Training Function**

- A. Managing the Training Department
- B. Marketing the Training Function
- C. Negotiations and Training

## **V. Moving Beyond Training**

- A. Special Problems in Training
- B. Enlarging the Vision of Training
- C. Issues in Training