

# Train the Trainer

## Course Overview

This train the trainer programme is delivered over a weekend (2 days) or over 4 weeks (Tuesday evenings) and provides an interactive and participative course that will help you to develop and improve your training skills so that you are able to deliver effective training. It will develop your awareness of a range of teaching and training skills and strategies used to plan, deliver and evaluate inclusive training, teaching and learning.

## Participant profile

There are no formal entry requirements, however, you should have a reasonable standard of written and oral English. You should be able to work independently and be willing to participate in group discussions. (**NOTE:** *Those interested will need to have a telephone discussion or meeting with a facilitator to support us with understanding your needs and personal objectives*).

## Programme coverage

The main areas to be covered during the programme of the training:

- Planning the training event including; establishing the training need, considering the logistics, the training budget and defining objectives that meet both business and trainee needs
- Different learning styles and how to adapt training to meet ALL of these styles
- The pro's and con's of different training methods and how to ensure training is interactive and participative
- How, why and when to adopt a facilitative or directive training style
- How to ensure and check that training is effective, meets the objectives and that learning has occurred

Throughout the delivery, participants will be encouraged to examine the professional role and responsibilities of being a trainer and teacher and to consider ways to maintain a safe and supportive learning environment.

## Assessment

Although there are no formal assessments, the programme is designed to develop overall awareness and certain skills associated with teaching and training.

## Outcomes

These are the levels of understanding and skills which participants should have achieved by the end of the programme:

1. Know how to establish a training need
2. Understand the logistics of planning a training event
3. Understand how the basics of budgeting for a training event
4. Understand and know how to include different learning styles in your delivery
5. Understand and know when and how to include different training and teaching methods in your delivery
6. Critically reflect on own training and teaching

Learning outcomes will be assessed on an ongoing basis. Learners will receive formal feedback after completing the programme

## Progression

If you wish to become a qualified teacher or trainer will require further study.

The C&G 6502 is a Level 3 Award in Education and training and is delivered by HDC Training.

The C&G 6502 Award is a direct progression opportunity if you wish to gain a teaching and training qualification.

## Duration

There are two modes of delivery;

2 days delivered over a weekend

4 weeks one evening a week (currently Tuesday evenings)

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## Dates

*Summer 2014 and September dates to be confirmed*

*Please contact HDC Training for more details*  
info@hdconsultants.org.uk

or  
07834 322158

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## Fee

**Individual:** £200  
(minimum of 10 participants)

## HDC TRAINING CENTRE

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## HDC Training

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