

Rightrack ... a little bit of magic

**Train The Trainer**  
a 1 day programme



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### Introduction

The successful trainer is aware of the importance of their role within the organisation and is passionate about improving the skills and awareness of their colleagues. They use a range of innovative techniques and skills to facilitate learning within the organisation and to promote change and engage the hearts and minds of others. This 1 day programme is especially suitable for those who are not “trainers” but need to train others as a part of their role or for successful delivery of a specific project.

### Main Features

- Understanding of the background to how & why people learn
- Appreciating what motivates people to learn
- Understanding motivation to learn
- Session structure and delivery methods
- How to match training methods to group dynamics
- Increasing confidence in front of a group
- Managing challenging individual’s behaviours
- A plan of action for putting trainers’ skills and knowledge into practice

### Key Benefits

- Increased confidence when presenting to groups
- Clear delivery of key messages
- Opportunity to practice in a safe, supportive environment
- Improved in-house capability
- Better training results in greater impact on the business
- Skills can be utilised elsewhere within the business



## Further Detail

- Appreciate how people learn and take on-board information
- Understanding motivation to learn
- Overview of the learning cycle and its impact on training
- Structuring learning events
- Types of learning event and how to respond and prepare them
- Manage role-plays to ensure delegates are comfortable and have a positive experience
- Ensuring that the exercise meets the learning needs of both individuals and the organisation
- Building confidence to speak in front of an audience
- Dealing with difficult behaviours
- Practice
- Personal action planning



## Programme Options

This is an in-company programme with the following options:

<b>Available Packages:</b>	<b>Ready-to-Go</b> - An 'off-the-shelf' training programme delivered by one of our training specialists at a location of your choice  <b>Customised</b> - We tailor our ready-to-go programme to meet your needs, including your case studies, your examples and your company specific information. Company branded programmes also available  <b>Bespoke</b> - We research, design and deliver the programme specifically for your needs
<b>Duration:</b>	1 day
<b>Materials:</b>	Folder, workbook, handouts, pen and certificate of attendance
<b>Support:</b>	<b>Research</b> - Pre-programme research visit or telephone discussion  <b>Administration</b> - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available  <b>Evaluation</b> - Post-programme evaluation and a consultant's report providing feedback on the programme  <b>Righttrack Membership</b> - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme
<b>Dates &amp; Location:</b>	To suit you
<b>Delegates:</b>	Approx 8 people
<b>Style:</b>	Righttrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
<b>Learning Methods:</b>	We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning

