

Rightrack ... a little bit of magic

**Academy for Trainers
Training Small Groups
and Individuals**



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Introduction

This highly interactive, two day programme has specific focus on the development of small groups and one to one learning sessions. The programme is stand alone, however learners will benefit from having previous experience of preparing and implementing learning sessions to large and/or small groups.

The programme includes a lot of practical, hands on content allowing delegates to build on the theory and readily prepare to implement new skills immediately on returning to the workplace.

Time is included to allow delegates to practice and receive feedback from their delegate colleagues as well as the trainer.

Who should attend?

This programme is for managers, team leaders, and practicing or new trainers - indeed anyone who is required to prepare and present learning to small groups and/or 1-2-1 learning sessions.

Ideally, delegates attending this programme will have either had previous training and/or experience in presenting small or large group development sessions / programmes or attendance on the Righttrack Academy Stage One Trainer Essentials programme. However, this is not essential.

Duration and timings

Each day of this two-day course is structured into four sessions with refreshment breaks:

Pre-course	Each attendee will receive pre-course information and instructions in advance of their attendance
Registration:	9.00 a.m. to 9.15 a.m.
Session One:	9.15 a.m. to 10.45 a.m. (15 minutes break)
Session Two:	11.00 a.m. to 1.00 p.m. (45 minutes lunch break)
Session Three:	1.45 p.m. to 3.15 p.m. (15 minutes break)
Session Four:	3.30 p.m. to 5.30 p.m. (1-2-1 feedback and coaching sessions)

Style

The course is highly participative; the learning is conducted through structured trainer input, with demonstration of techniques and by continuing and active participation by the delegates. By maximising opportunities to practice and 'learn by doing', delegates complete a journey during which they design and present either a small group or a 1-2-1 learning session.

Programme objectives

By the end of the programme participants will:

- Provide practical learning on how to deliver development sessions either 1-2-1 or in small groups
- Understand how adults best learn
- Be aware of different delegate learning styles of learners
- Be confident in delivering learning and dealing with a range of different delegate behaviours
- Understand the importance of effective communication skills necessary in a learning environment including questioning techniques used in coaching
- Know how to compile learning objectives to meet specific individual learning needs
- Understand how to prepare a lesson / instructional learning plan for an individual or small group learning session
- Understand basic coaching skills
- Know how to provide constructive feedback to individuals and small groups of delegates
- Provide a forum where delegates can comfortably practice these new skills and receive constructive feedback from the trainer and delegate colleagues

Day One – Designing Material in Line with Adult Learning

- Introductions & welcome to delegates
- **General Introduction** to the subject area
- **How People Learn**
Understanding that there are different learning styles and the need to alter training delivery to meet those needs. This session is enhanced through a Learning Styles questionnaire and introduces the delegates to some of the theory and research in learning development
- **Training Delivery Methods for Small Groups**
A discussion on the different structures suitable for developing small groups/and 1-2-1 sessions, understanding the advantages and disadvantages of each. This session also explores key differences between small and large group learning sessions and where the pitfalls might be with small group/1-2-1 learning
- **Creating a Conducive Training Environment for Small Groups**
Delegates explore the motivational needs of learners and how these can be met to produce a positive learning arena when working with a smaller group of delegates; and 1-2-1 learning
- **Analysing a Task and Preparing a Training Activity**
Delegates learn how to analyse a task identifying the productive and reproductive elements. Delegates go on to use this information to design a small group learning session
- **Practical Session**
An opportunity for delegates to present their small group session utilising the techniques learned during the day
- **Learning Review** and completion of delegates learning logs
- **1-2-1 feedback and coaching**
Individual sessions with the programme leader to deal with challenges and to maximise value from the programme

Day Two – Communication and Coaching for Small Group and 1-2-1 Training

- **Effective Communication Skills for Coaching**
Good coaches have appropriate communication skills when working with small groups or on a 1-2-1 basis. This session includes general communication skills, with particular focus on listening and questioning techniques both of which are essential to effective coaching
- **Practical Session – Questions for Coaching**
Delegates have the opportunity to design questions specifically for use when coaching small groups or individuals

- **Coaching Skills**
Using the classic GROW model for coaching, delegates learn the technique of coaching and the differences between coaching individuals and small groups of learners
- **Giving Constructive Feedback**
Effective coaching relies on a trainer being skilled in providing constructive feedback to learners including how to give positive and negative feedback. This session explores the techniques of not only how to give feedback, but the necessity of inviting feedback from others and how to deal with it
- **Practical Session**
Bringing all of the learning together, delegates are now asked to structure and prepare a small group sessions and then implement it, using newly acquired coaching / questioning skills
- **Structured Feedback Session**
Following each of the small group learning sessions, the delegates will practice their feedback by commenting on the presentation with negative and positive feedback. The trainer in turn will provide feedback to those who have given feedback!
- **Learning Review** and completion of delegates learning logs
- **1-2-1 feedback and coaching**
Individual sessions with the programme leader to deal with challenges and to maximise value from the programme

Righttrack Academy for Trainers Membership



Righttrack Academy for Trainers Membership provides the support and encouragement that many people will value and use post-programme. Every participant on a Righttrack Academy for Trainers programme is eligible for membership, which provides access to their trainer via phone and email following their training. This support is provided to answer questions regarding the skills and knowledge covered in the course(s) attended.

And the support doesn't stop there. We also have an industry-leading dedicated Righttrack Membership website, which contains downloadable programme materials, free training tips, learning log and a community forum. Each month we also email a top training tip to help our members continually improve their performance at work.

Unlike many companies, we don't just pack up and go at the end of the programme – we're here to help every step of the way.

Want to discuss your learning needs or explore alternatives?

Call +44 (0)1527 595955