

Train the Trainer - Two-day Masterclass

Course programme

Day 1

For further information, please contact training@apse.org.uk

09:45 - 10:00	REGISTRATION (and Tech Check)
10:00 - 11:00	UNIT 1: The skills of a good trainer <ul style="list-style-type: none">What are the requirements?Assessing your personal skills
11:00 - 11:15	COMFORT BREAK
11:15 - 12:30	UNIT 2: Transferring the knowledge. <ul style="list-style-type: none">Retaining informationLearning StylesStages of Learning
12:30 - 13:15	LUNCH
13:15 - 14:30	UNIT 3: The Training Cycle <ul style="list-style-type: none">Identifying training needsPreparation and planningDeliveryReview and Evaluation
14:30 - 14:45	COMFORT BREAK
14:45 - 15:45	Communication skills in training <ul style="list-style-type: none">The impact of communication and engagementBody language and voice control
15:45 - 16:00	PLENARY, FEEDBACK AND CLOSE

DAY 2

09:45 - 10:00	REGISTRATION (and Tech Check)
10:00 - 11:00	UNIT 5: Removing barriers to learning. <ul style="list-style-type: none">Putting learners' needs first.Equality of opportunity
11:00 - 11:15	COMFORT BREAK
11:15 - 12:30	UNIT 6: Dealing with challenges in training attendees. <ul style="list-style-type: none">The environmentTime management issues
12:30 - 13:15	LUNCH
13:15 - 14:30	UNIT 7: Methods of delivery <ul style="list-style-type: none">Presentations and visual aidsOnline and virtual learning
14:30 - 14:45	COMFORT BREAK
14:45 - 15:45	UNIT 8: Tips and Techniques <ul style="list-style-type: none">Avoiding the pitfallsLearning how to make your delivery sessions a success.Feedback and the way forwardReflections on skills learned.
15:45 - 16:00	PLENARY, FEEDBACK AND CLOSE