



How to Deliver Effective In-House Training

Workshop Duration: 1 Day

Facilitation in English

Workshop Description

To capitalize on in-house knowledge and skill, the best person to deliver a training presentation is often not a professional trainer but the in-house subject matter expert. This course is designed to help the subject matter expert to prepare and deliver an excellent training presentation using a disciplined approach that will ensure success.

In one day you will learn how to design and deliver a training session that will engage the learner in an interesting and interactive way. You will be asked to work on a training topic of your choice and to present your training plan to the trainer and to the rest of the group for invaluable, constructive feedback.

Who Should Attend

Anyone who is required to deliver a training session.

What You Will Learn

- The principles of adult learning
- How to design a training session:
 - Identifying the learner profile
 - Setting the learning objective(s)
 - Selecting the course content for each unit
 - Identifying the most suitable learning strategies and methods
 - Using timing, pace, and a variety of methods to engage the learner
 - Designing your slides and handouts
- How to deliver a training session
 - Using voice and body language to engage the learner
 - Energizing your speaking style
 - Creating a learning climate
 - Managing difficult learner behaviour
 - Using audio-visual technology effectively
- How to evaluate your training
 - Transference of learning: short-term and long-term outcomes
 - Your own continuing development as a trainer

At the end of the workshop you will be enabled to:

- Apply the principles of adult learning in order to motivate your learners
- Formulate clear and practical learning objectives
- Make your training interactive and interesting by using a variety of effective training methods



At the end of this workshop, you will be equipped to:

- Use voice, body language and pace to engage your learners
- Measure the effectiveness of your training
- Use a process for your continuing development as a trainer