



## 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