

Train the Trainer

Developing small group training techniques

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration:

4 Days, 8:30am—4:30pm

Investment:

\$1,200

Includes training reference manuals

Who will benefit?

- Training co-ordinators
- Workplace supervisors
- Managers
- VET managers
- Individuals with no training experience
- Team Leaders
- Consultants
- Teachers and trainers
- Induction trainers

CONTENT

- What is learning?
- Adult Learners
- What makes an effective trainer
- Identifying learners' needs
- Language, literacy and numeracy
- The training environment
- What is effective workplace training?
- Identifying training needs
- Matching training needs with competency standards
- Training needs analysis
- Planning the introduction, body and conclusion of your training session
- Session plans
- Demonstrating skills
- Presenting information
- Effective communication
- Barriers to communication
- Dealing with difficult learners
- Facilitating learning
- Effective questioning
- Providing opportunities for practice
- Revising and modifying the training session
- Encouraging learners to assess their own performance
- Readiness for assessment
- Evaluating the training session
- Self evaluation
- Choosing delivery methods
- Learning styles

COURSE OUTLINE

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For bookings contact us on:

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