

Train the Trainer in Facilitation and Training Program - 3 levels workshops

Overall Goal

These 3 levels of VIRTUAL workshops (**Expert, Elite, Master**) are designed with little theory and much practice and discussion to ensure that all staff in the organization who are asked to train either internally or externally are ready and prepared to create training material and to provide training courses.

The program provides **best practices, tools and tips for creating and giving interactive courses and how to behave when presenting and handling participants**.

You can choose to run the whole program or part of the program, depending on your needs and objectives.

Participants are immediately able to apply these new skills, tools and techniques to their own training courses and workshop facilitations.

Training Objectives

After having attended this training participants will be able to:

- Create targeted and interesting material and training courses
- Deliver interactive and creative trainings
- Create impact and audience retention
- Anchor learnings
- Involve participants and manage group dynamics in classroom and VIRTUALLY
- Energise the group
- Practice key delivery skills
- Adapt to different adult learner behaviours
- Practice key facilitation skills
- Manage difficult behaviour
- Use NLP to achieve your goals
- Successfully evaluate and appraise the participants and their improvements
- Plan for Action – from theory to practice
- Practice, practice, practice

Creating training material including exercises

15 minutes per participant training practice

Active feedback

Energising exercise

Successful Delivery

15 minutes per participant FINAL training practice

Active feedback

Close

Level 2: 1 day or 2 x 4 hours ELITE Trainer

Introduction, warmup exercise and expectations

Learning Styles and profiles (Kolb)

Introduction to NLP

Anchoring learnings

15 minutes per participant training practice

Active feedback

Energising exercise

Managing difficult behaviour

15 minutes per participant training practice

Active feedback

Close

Level 3: 1 day or 2 x 4 hours MASTER Trainer

Creating training courses and programs

Learning space design and classroom management

Advanced facilitation techniques

Evaluation and appraisal techniques

Follow-up – from theory to practice

Practice – practice - practice

VIRAK Training Methodology

The workshops are delivered in a positive, enthusiastic, energetic and stimulating manner using a mixture of tutor led input, and based on a series of **role plays** and **practice sessions**, where participants get the possibility to apply their skills and receive **intensive feedback**.

Each participant will receive an **A4 manual** with the slides and room for **notes**, **Personal Action Plans** and **exercises**.

All practice sessions will be individually **video-recorded**, and each participant will receive a copy of their sessions and active feedback.

At the end of each level, each participant will receive a **Train the Trainer Certificate**.

Assessment and Measurement

After each practice session we take extensive time for individual and group feedback, which each participant should incorporate into their action plan and make use of during the remaining of the workshop.

At the end of these workshops, the participants are able to identify and recognize the key behaviours and skills to enable them to be effective trainers.

They are also asked to fill out a Personal Action Plan based on what they have learnt during the workshops which will include actions to be followed up after the training has taken place.

Personal Action Plan

Each participant will choose 3 objectives for their Personal Action Plan to achieve within the 3 months following each workshop, based on what they learned during each workshop.

We will arrange a group conference call 3 months after each workshop with the trainer to go through the Personal Action Plan, in order to debrief on what each participant achieved, and if not, why not. This ensures that each participant applies the theory learned during each workshop.