

Presenting4Success: Train-the-Trainer



Motivate, facilitate and train effectively

What You Will Learn

- Prepare and deliver a DVD recorded training session in class
- Understand how to create active participation in the classroom
- Learn to manage challenging situations and difficult students
- Identify your sensory modality and adapt to different learner styles
- Learn the four levels of learning and how to maximize desired results
- Incorporate adult learning principles in your classroom delivery
- Effectively communicate visually, vocally, and verbally with students
- Study various techniques to question a student's understanding
- Learn how students retain information so you deliver effectively
- Implement strategies for effectively delivering training topics
- Learn a formula for a successful instructor introduction
- Study the various exercise formats and delivery methods
- Learn common visual aid mistakes that trainers make
- Learn methods for conducting a student analysis prior to class

Who Should Attend

- Professional Trainers, Facilitators, Instructors, and Teachers
- Anyone who needs to motivate and instruct information effectively

Course Duration

- 14 hours



Training is about imparting knowledge, developing skills, and changing attitudes. Prepare for the challenging and rewarding environment of adult education by learning how to become a more confident, competent, and effective trainer, instructor and facilitator. Instructors who are properly skilled in dealing with the classroom can help students attain a higher level of retention, as well as newly formed and applied skills. Strengthen your skills as a facilitator!

Course Outline

- **Foundation of Adult Learning**
 - Qualities of an Effective Adult Trainer
 - The Role of a Trainer
 - Four Types of Trainers
 - Identify Your Sensory Modality
 - Adapting Your Teaching Style
 - Principles of Adult Education
 - How Students Process Information
- **Preparing for Class**
 - Instructor Materials
 - Proper Training Rehearsal
 - Understanding Student Expectations
 - Creating a Classroom Checklist
 - Using a Topic Timings Worksheet
 - Understanding Classroom Logistics
 - Using Visual Aids and PowerPoint
 - Classroom Seating Arrangements
- **Starting Class**
 - First Impressions
 - Instructor Introductions
 - DVD Recorded Introduction
 - Effective Icebreakers
 - Communication Elements
 - Using the Right Words
 - Effectively Using Your Voice
 - Understanding Your Body Language
- **Results Based Facilitation**
 - iSpeak Training Model
 - How Students Retain Information
 - Creating Active Participation
 - Elements of Effective Instruction
 - Course Objectives and Benefits
 - Training Methods and Formats
 - The Four Levels of Learning
 - Exercise Strategies
 - Facilitating Questions for Review
 - Course Evaluations
- **Classroom Situations**
 - Dealing with Challenging Students
 - Maintaining Control of the Classroom
 - Challenging Classroom Situations
 - Answering Classroom Questions
 - Classroom Energizers
 - Staying Motivated
 - Measuring Success
- **Implement to Improve**
 - Continuous Self Improvement
 - Satori Moments
 - Training Commitments
 - 21-day Habits
 - Trainer Resources
 - Trainer Tools

..... www.iSpeak.com..... info@iSpeak.com 512.671.6711.....▶

