



WATA Knows... and you can too!

Leadership and Management Courses

Train the Trainer 2 days

Essential skills for professional trainers including; structuring the session, understanding learning styles, managing a group and maintaining interest and enthusiasm.

On this course you will learn to:

- ✓ Deliver effective training sessions
- ✓ Plan and structure training courses
- ✓ Write aims and learning outcomes for sessions
- ✓ Deliver training in a training room and on-the-job
- ✓ Develop a flexible approach
- ✓ Present confidently

What will the course cover?

- ✓ Learning aims and learning outcomes
- ✓ Structuring a training session
- ✓ Selecting appropriate training methods
- ✓ Designing activities
- ✓ Keeping the participants interested and learning
- ✓ Using visual aids
- ✓ Identifying different learning styles and how to use each one
- ✓ Accelerated learning techniques to make learning fun!
- ✓ Group dynamics
- ✓ Plenty of skills practice developing a session in a relaxed, safe and supportive environment

As part of the course delegates will be required to deliver a 15-minute training session on Day 2. This will be on the subject of their choice and full guidance will be given on this during the first day of the course. It is recommended that delegates give themselves at least 1 hour on the evening of Day 1 to prepare for this training session. Delegates are welcome to bring their own laptop and pen drive to support this session.

This course is suitable for anyone who wants to develop and deliver professional, effective training at work.

Course Dates

2011: 10-11 Oct

2012: 10-11 Jan; 19-20 Mar;
26-27 Jun; 8-9 Oct

**Course fee: £395 + VAT per delegate
Plus ILM fees if required**

Includes course handouts, lunch and refreshments

Duration 2 days

(9:15 am to 4:30 pm approximately - please arrive 15 minutes before the course is due to commence)

All courses are adapted to suit your needs and accreditation with **ILM (Institute of Leadership & Management)** is optional