



# Train the Trainer - In House COURSE BROCHURE

Approved by  
the Institute of  
Leadership and  
Management



Course Duration: 2 Days

Up to 10 delegates per course

Price: £3170 + VAT per course

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**ADELPHI**  
ASSOCIATES

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## ■ IS THIS COURSE RIGHT FOR YOUR TEAM?

This course is for anyone involved in training planning or delivery. It is suitable for:

- Existing trainers
- Anyone who has been asked to take on a new training role
- Experienced trainers who want or need to refresh their skills
- Managers wanting to develop staff and their training

## ■ ILM APPROVAL

This two day course is approved and monitored by the Institute of Leadership and Management.

The ILM are the largest UK provider of management awards and qualifications and are part of the City and Guilds group.

On attending the course delegates can receive an ILM Certificate and one year's studying membership of the ILM.

There is an additional fee of £49.00 + VAT per delegate for this entirely optional package.



“**Adelphi surpassed all my expectations - Every team member was literally amazed by the course content. They managed to train our team in training techniques, facilitation skills and set us off with a ready-to-go training package. I would highly recommend them.**”

Aaron Penwill, Project Manager, De La Rue

## ■ AIMS

This lively and interactive course will help delegates develop and hone their skills so they are able to plan and deliver effective training.

### Delegates will learn...

- How to define objectives that meet both business and trainee needs.
- How to plan and design training to gain the trainee's commitment and enthusiasm - Even reluctant trainees!
- How to recognise the different psychological and sensory learning styles of trainees.
- How to adapt training to meet ALL of these styles
- How to deal with challenging trainees and resistance to training.
- How to deal with trainee concerns about training.
- The pro's and con's of different training methods.
- How to ensure training is interactive and participative and not simply a presentation.
- How, why and when to adopt a facilitative or directive training style.
- How to ensure and check that training:
  - Is really effective
  - That objectives have been met
  - That real learning has occurred
- What to do before and after training to ensure the best outcome for the business and trainee



In house  
training -  
Ideal for  
4 to 10  
delegates

## ■ PRICE

The price for a two day Train the Trainer course for a maximum of ten delegates within mainland UK is £3170 + VAT.

We also provide this course worldwide - Please contact us for prices for non-mainland UK courses.

## ■ PRICE INCLUDES...

The above price includes *all* our travel, accommodation and any other incidental costs.

Also included in the price:

### Detailed pre course discussions

For all in-house courses, we will want to discuss your needs in detail. We will arrange this via an on-site visit, extended phone conversation or webinar session.

This conversation will help us understand your organisational culture.

If appropriate, we are also happy to look through current course material so we can offer feedback during the course.



Detailed  
pre-course  
discussions  
for ALL  
courses

### Pre course questionnaires

We send all delegates a pre course questionnaire, so we can understand their individual needs and objectives.

### Course tailoring

We use your training objectives and delegate questionnaire responses to produce a tailored training programme that is unique to you and that fits the needs of your delegates and your business.

### Comprehensive course materials

At the course delegates receive the following to take away with them:

- Full colour copy of slides
- A workbook of course exercises
- Access to post course reference material

### Post course support

We provide six months' post course e-mail / telephone support from our expert team - Delegates can get in touch with us regarding anything from a quick question to a whole course for review.

# Course Modules

## DAY 1

### ■ SESSION 1 - PREPARING FOR A COURSE

We help delegates focus on why the training is needed, and what the results of training need to be, for the individual, his or her team and the organisation as a whole.

Topics include:

- An introduction to Bloom's Taxonomy and how to use it
- "SMART" course objectives
- 'Knowing what you want to achieve'
- Getting the training mix right - Knowledge, Skills and Attitude
- Pre-course questionnaires

Exercise:

We help delegates create clear and measurable objectives for their training, using Bloom's Taxonomy and SMART objectives

### ■ SESSION 2 - DESIGNING AND DELIVERING A COURSE

We introduce the different learning styles. These are in two groups - sensory and psychological.

Studies of sensory styles show some of us have a natural preference to learn visually (e.g. by viewing graphs or watching a DVD). Others learn by actively doing (a 'hands-on' approach), and others learn by listening (e.g. to a lecture or discussion).

Psychological styles (such as whether a person is more theoretical or pragmatic) are more subtle but just as important.

The course covers these styles in depth. Tests in the course will allow delegates to understand their own individual learning styles.

Trainers often naturally train in a way that suits their own style; We show our delegates how to train in a way that suits their delegates' styles.

Topics include:

- Sensory Learning Styles (Visual, Auditory, Read/Write, Kinesthetic) Psychological Learning Styles - Activist, Reflector, Theorist, Pragmatist

- Matching training methods to Learning Styles
- Attention span
- Training resources - visual aids, venue and the trainer's time
- Providing variety in training
- Material for delegates - what to include
- Providing clear instructions

Exercises:

Delegates will:

- Develop a training plan for part or all of a course they might deliver in their workplace.
- Plan, prepare and deliver a mini training session on a topic of their choice, and receive feedback from the course trainer.
- Practice providing information in an innovative way

## DAY 2

### ■ SESSION 3 - MANAGING INTERACTION ON THE COURSE

We help delegates to discover and develop their own effective individual training style.

Training can be quite nerve-wracking - We show our delegates that by concentrating on their delegates and not themselves, this fear can be reduced.

This module will also look at trainer - trainee interaction and dealing with questions from trainees - We show delegates how to avoid panic and maintain control and composure even when they do not know the answer to the question.

We will also look at techniques for building rapport with delegates and managing any challenging or 'difficult' behaviour.

Topics include:

- Setting the scene
- Getting 'Buy - in' from learners
- Managing behaviour - Trainers' and trainees'
- Handling challenging behaviour

Exercises:

Using what they have learnt about setting the scene and getting 'buy-in', delegates will design and rehearse an introduction to training

We will also help delegates plan how to handle objections from trainees

## ■ SESSION 4 - ENDING A COURSE

It is important that any training finishes on a high note. This is good for the trainer and the delegates!

Throughout the course we will have shown delegates how to assess that delegates are really learning. To ensure that the course has been successful trainers also need to know that their trainees are clear on what they have learned and how they will apply it. This module helps them ensure that this is the case.

Topics include:

- Summarising what has been learnt
- Applying what has been learnt
- Gaining constructive feedback
- Recording what has been learned
- Action plans for trainees to follow after the course
- Supporting continued learning after the course

“Their attention to detail is exceptional. Each candidate felt special and all spoke highly of the experience and how it was useful and beneficial for their work”

Kay Ainsworth, Head of Training, BSH (Bosch und SiemensHausgeräteGmbH), HomeAppliancesLtd

## ■ KEEPING IN TOUCH AFTER THE COURSE

We provide six month's support for all delegates. We encourage all delegates to contact us or send training material for review and feedback.

In addition you can keep in touch in many other ways:



Blog: We regularly update our blog with interesting and relevant documents. If you want to add your own blog article or post, let us know!

Go to [www.adelphi-associates.co.uk/info](http://www.adelphi-associates.co.uk/info).



Twitter: @AdelphiTraining. You'll get news about training, details of special offers and the occasional irreverent comment!



LinkedIn: Extend your range of contacts by linking up with us (<http://linkd.in/wOWtpD>)



Google+: Keep up to date with everything at Adelphi – and add your comments to posts (<http://bit.ly/yhNRfz>)

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