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# TRAIN THE TRAINERS<sup>©</sup>

## Overview of the course

A complete course to develop training delivery abilities of HR department staff and line managers that applies the +10 year training and development expertise of Interact. The course covers the specifics of adult training, learning styles, interactive teaching methods and the practice of teaching with video recording and follow up. The training delivery process is linked to the performance management system of the organization, from needs assessment to final evaluation.

## Is this course for me?

The course is aimed at staff of HR departments and line managers who have not had a previous formal training; especially personnel whose activities involve training others, training needs assessment, and delivery of training sessions for performance improvement.

## What's in it for me and my organization?

An excellent, fast and simple solution to deliver interactive training modules on any topic and a set of tools and materials to develop successful training sessions. Better customization of training to performance objectives of the organization through needs analysis and training evaluation methods, including the training return on investment.

## Learning outcomes

- Use of training needs assessment tools
- Understand the specifics of adult learning and training
- Organize the agenda and teaching materials for training sessions
- Organize the training sessions
- Practise the interactive teaching methods
- Evaluate the training sessions.

## Course details

Minimum 6, maximum 12 participants in a group  
Period: 2 days, 9:00 to 17:00  
Trainers: Lucian Mihai

# AGENDA

## **1. TRAINING NEEDS ASSESSMENT**

- The role of the HR department in training for performance improvement
- The analysis of training needs in performance management
- Tools for training needs assessment

## **2. ADULT LEARNING**

- Characteristics of adult training
- Learning Styles
- Use of learning styles within training sessions

## **3. ORGANIZATION OF TRAINING SESSIONS**

- Setting of training objectives
- The agenda of training sessions
- Teaching materials

## **4. INTERACTIVE TEACHING METHODS**

- Presentation of teaching methods
- The benefits of interactive teaching methods
- Warm-up and presentation
- Early production
- Exercises and interactive games
- Role-plays
- Case studies
- Experiential learning methods
- Participants receive a training topic and prepare a training session

## **5. TRAINING PRACTICE**

- Participants deliver a training session; video- record of the session
- Participants receive feedback while watching the video during their training sessions

## **6. TRAINING EVALUATION**

- Follow up tools for training programs
- Short and medium term follow-up
- Needs assessment of the training program follow-up