



# Train the Trainers©

Online programme

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 organisation, from needs assessment to final evaluation.

The solution proposed – Train the Trainers©

### **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 organisation?**

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 customisation of training to performance objectives of the organisation through needs analysis and training evaluation methods, including the training return on investment.

## Objectives

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

## 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. Organisation 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

### **Logistic details**

Group workshop that can be customised to the specific audience and goals of specific organisations.

Languages: English or Romanian

### **In class version**

Duration: **2**

Number of participants: 6-12

## Online version

Duration: **6 to 8 hours workshop, split in 2-hour sessions**

Number of participants: 6-12

Technology:

- Zoom – easy to use, interactive, visual; breaking rooms for group work, chat
- Mentimeter – for brainstorming and polling



Do you have questions about us?  
Looking for solutions for your organisation?

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