

agileTDI Training Development Institute: Train the Trainer

Who should attend?

Primarily designed for future trainers, this class is also a refresher course for seasoned trainers.

Course Description

Using lecture and practice exercises, this course provides attendees with the basics of training, adult learning theory and advanced presentation techniques. Students will learn to become effective trainers by applying learned techniques before, during and after future training courses that they facilitate.

Course Modules & Objectives

After completing this course, students will be able to:

- Prepare for teaching a successful class
- Manage class and individual students using common adult learning techniques
- Evaluate course and individual performance for ongoing improvement

Module One: Class Preparation

- Knowing the subject
- Reviewing materials
- Optimizing classroom layout and resources
- Knowing the target audience
- Establishing credibility
- Understanding adult learning principles

Module Two: Class Management

- Instructional techniques
- Leveraging the training environment
- Understanding the audience
- How do I do it?
- Keeping interest
- Questioning for participation
- Overcoming training barriers
- Difficult students
- What NOT to do
- When the walls come tumbling down
- Causes for tumbling
- Managing fear

Module Three: After Class

- Success of class
- Evaluating the objectives
- Practicum: success on evaluation
- Course evaluation
- Participant evaluation
- Self evaluation



Module Review: Course Summary

- Competency test
- Wrap up

Self and Peer Reviews

Registration Information

- Prerequisites:
 - none
- Course Length: 4 hours
- Course Type: Instructor-led
- Course Number: ATCP.TTT.101

about agileTCP

agileTCP (www.agileTCP.com) is a knowledge management and training solutions company based in Austin, Texas that provides technology-driven solutions by working with clients to transform, control and package business intellect. Since 1996, agileTCP has been meeting and exceeding the training and knowledge management needs of companies worldwide. Our proven techniques, methodology and subject matter expertise have maximized business value for our clients, including increased operational efficiencies of over 80%, reduced training costs of over 40% and substantially increased revenue across our client base. For more information on agileTCP, please visit www.agileTCP.com or call 512-732-2223.