



Train the Trainer

Overview: In this course participants will be provided with the skills to help them deliver engaging and compelling workshops. Skills such as facilitating, needs analyses, and managing tough topics will give trainees what they require to become a trainer themselves.

Prerequisites: There are no prerequisite requirements for this course.

Course Length: One Day

Course Content

Lesson 1: Understanding Training and Facilitation

What is Training?
What is Facilitation?
Identifying Appropriate Situations

Lesson 2: Gathering Materials

Identifying Participants' Needs
Reviewing the Materials
Identifying and Resolving Gaps

Lesson 3: Creating a Lesson Plan

Planning for the Basics
Adding Slack Time
Creating a Plan B

Lesson 4: Choosing Activities

Types of Activities
Preparing for Emergencies
What to Do When Activities Go Wrong

Lesson 5: Preparing for the Workshop

Creating a Materials List
Gathering Participant Information
Setting Up the Physical Location

Lesson 6: Getting Off on the Right Foot

Greeting Participants
Being Prepared
Using Icebreakers and Energizers

Lesson 7: Delivery Tips and Tricks

Using Visual Aids
Creating Supporting Materials
Break!

Lesson 8: Keeping it Interactive

Encouraging Discussion
Using Group Work
The Power of Sticky Notes



Lesson 9: Dealing With Difficult Participants

The Ground Rules

Challenges and Solutions

Handling Interruptions

Lesson 10: Tackling Tough Topics

Tough Stuff to Watch Out For

Adjusting Your Material for a Sensitive Issue

Dealing With Sensitive Issues in the Workshop

Lesson 11: Wrapping Up

Words from the Wise