

TOPICS TO COVER AT A TRAIN-THE-TRAINER COURSE

1

TEAM BUILDING

Try and show effective team building and icebreaker games while trainees get to know each other.

2

PRESENTATION SKILLS

Hands-on training to level up your presentation game. Get confident to present at a training session.

3

FACILITATION SKILLS

Practice the basic facilitation skills needed to facilitate a group conversation effectively.

4

TRAINING DESIGN

Needs Assessment, Learning Objectives, Learning Styles, Schedule Design and Exercise Design - all the essentials to design a sound training agenda.

5

VISUALISATION

Practicalities how to use visuals in a training session. Hands-on flip charts design activities.

6

LEARNING SPACE DESIGN

How to arrange a room to facilitate an interactive learning experience.

7

CLASSROOM MANAGEMENT

Managing the attention & energy level of a group. Dealing with challenging situations & participants.

8

GROUP FACILITATION

Facilitation techniques to have a balanced mix of interaction throughout a training session.

9

EXPERIENTIAL LEARNING

How to brief and debrief experiential learning activities. Using questions the right ways.

10

GROUP DYNAMICS

Get conscious about the dynamics of your group. Learn how to adjust to it as a trainer.

Trainer Training Guide

**United States. Employment and
Training Administration**



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