

Train the Trainer



JTN Course Code – COM 004

AIM & OBJECTIVES

To provide delegates with the basic skills and knowledge needed as a foundation from which they can later develop the specialist skills of identifying training needs, training design, training delivery and training evaluation.

On completion of this training module, the delegate should:

- Understand the importance of training & development of employees.
- Understand the role of the workplace instructor & the instructor/tutor.
- Understand how people differ in the way they learn.
- Understand the various methods of identifying training needs.
- Be able to develop training material.
- Be able to develop power point presentations.
- Be able to select and utilize effective visual aids to support the presentations.
- Be able to develop post course assessments to evaluate underpinning knowledge.
- Be able to develop their presentation skills.
- Be able to present training material using a variety of training techniques.
- Be able to evaluate the effectiveness of the training.

EVIDENCE REQUIREMENTS

Each delegate must, on the morning of the third day:

- Develop one page of A4 text. The subject to be based on their company's core work activities. Text must include course objectives and outcomes. Drawings, photos, images, sketches, graphs, flowcharts etc. are encouraged to be used
- Develop an animated Power Point presentation covering their page of text.
- Develop a post - course knowledge assessment questionnaire covering their page of text. Methods of questioning as discussed during the course to be used.
- Develop a post course evaluation document using the methods discussed during the course.

ASSESSMENT

On the final afternoon of the course, each delegate will present their material to the training provider using projector, whiteboard, flipchart etc.

This evidence will be assessed by the Training Provider.

CERTIFICATION

Delegates successfully meeting the Train the Trainer assessment requirements will be awarded a JTN Train the Trainer Certificate of Achievement, which has no validity.

WHO SHOULD ATTEND

Personnel who are responsible for training others in their organization and who wish to improve their training skills.

LOCATION

- JTN Training Centre, Miri, or
- Client's premises if suitable facilities are available

DURATION

3 days

PARTICIPANTS

Minimum of 2

If this overview does not provide the information you require, please get in touch with us at contact@jnttechnicalservices.com

It is important to be as specific as possible about the information you would like, as this will help us to respond accurately and promptly. Where possible, please include a contact telephone number/ Skype screenname so we can contact you to discuss your request when necessary.

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