

**Course Code** BSTTT  
**Duration** 2 day

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## Overview

This one-day Train the Trainer course is specifically designed for new and current trainers who wish to develop their training skills and learn new and innovative techniques in training design, construction and delivery.

During the course you will learn how to plan and deliver a training session, be that on a one-to-one basis or to a larger group of people.

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## Audience

This course is for anyone who within their job role, needs to train others in a systematic way.

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## Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ Explain the importance of setting clear, precise objectives.
  - ▶ Describe the process of how people learn.
  - ▶ Describe and explain the four stages of learning.
  - ▶ Plan and prepare a training session having identified training needs
  - ▶ Describe the steps needed to design and structure a course.
  - ▶ Describe the importance of feedback and evaluation.
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## Pre-Requisites

There are no pre-requisites for this course

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## Course Contents

- ▶ Skills of an effective trainer
  - ▶ Learning styles
  - ▶ Objectives setting
  - ▶ Lesson planning
  - ▶ Presentation skills
  - ▶ Techniques of coaching
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## Further Information

For more information or to book this course, please contact our Course Enquiries Team on **01752 227330** (Option 2) or email us at [enquiries@skilltec.co.uk](mailto:enquiries@skilltec.co.uk).