

Train the Trainer Program

Training is a means of enabling people to function well in an organization, and continue to function well in a changing organization. And, as we already know; the only constant in organizational life is permanent change... Every organization has to find out ways of training and retraining employees to keep up with internal change and external challenges. One smart method of doing it is by building on the knowledge and skills already available in the organization. By training its own trainers the organization builds the capacity to capitalize on the knowledge it already has. The goal of this course is to provide the participants with the skills and competences they need in order to become successful trainers within their own organizations.

Course Outline

Day One

The Learning Contract and Lifelong Learning
What is a Learning Organization?
The Learning Cycle and Learning Styles
The Principles of Adult Education
The Learning Process and Experiential Learning
Learner Centered Training
Communication and Feedback
The Organizational Skills of Teaching
Teaching Organizational Skills

Day Three

Developing a training session
Learner Needs Analysis
The Course Cycle and the order of activities
Needs Based Education and Program Design
Implicit assumption and hidden agendas
Class room organization
Dealing with crisis and Dealing with difficult participants

Day Two

Teaching Materials
Designing Appropriate Teaching Materials
Icebreakers and Energizers
Games, Simulations, and Group activities
Group Dynamics and Observation
The Art of Asking Questions (The Socratic Method)
Discussion and debate
Drawing Conclusions
Summarizing and Lecturing

Days Four and Five

Participants' Preparation of Sample Teaching Sessions
Participants' Teaching Simulations
Program Evaluation, Materials Evaluation, and Implementation Evaluation
Debate and Conclusion for Each Simulation
Individual Development Program

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