

Training Skills for Managers

This workshop is for any staff who carry out some training as part of their jobs. It should be useful for people who are new to training delivery and for those with some experience who wish to review and build on their skills. The workshop is not intended for full-time trainers.

Please note that this is a 2-day workshop.

By the end of the workshop, participants will be able to

- Recognise the different ways different people learn
- Assess learning needs, using skills audits
- Describe learning outcomes
- Design an individual training session
- Use a range of training tools and techniques, and understand when each is appropriate
- Use audio-visual aids
- Manage their own state of mind when delivering training.

The extent of training delivery that participants will be able to manage as a result of the course will vary considerably from person to person, depending on the skills and experience they start with. At the very least, it is intended that all participants will leave the course able to deliver a short, inter-active session within a training or briefing event.

During this course all participants will have an opportunity to plan and deliver a short training session on a topic of their choice, and to receive helpful feedback from others.