

# DEVELOP YOUR TRAINING SKILLS

// MANAGEMENT

**Duration** The course will last 2 days or 16 hours.

**Target audience** Would be Trainers and those who would want to enhance their training skills

**Number of delegates** Minimum 10 delegates and maximum 20 delegates

## COURSE BACKGROUND

During this course, the participants will learn how to prepare and present training for staff members whether it be on the job training or for a group. Aspects of the training will include communicating the message, learning how to prepare learning objectives and a framework for a training session. In addition the participants will learn how to use different training methods and resources to communicate the message to the staff. Questioning techniques will be covered to ensure a better understanding of the learning process. Seminar evaluation is an important part of the program to ensure that participants learn from this seminar and any future training seminars they will be conducting

## COURSE OBJECTIVES AND CONTENT

Participants will be able to:

- Plan a structured skills based training session which will be presented on day two of the program
- Write performance objectives to know when learning has been achieved
- Present a training session using the training methods and resources to enhance the learning process
- Prepare and present effective training aids to benefit learning

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