reed consultants
Talent Development

Overview

Specifically designed for managers, heads of department and knowledge experts who are required to train and develop colleagues on their specialism to the required standard and behaviours for their role within the company.

The programme provides the knowledge and skills to design and deliver effective interactive theoretical and hands on training sessions to groups of people using the company standard documentation.

Benefits of attending

Delivered over two consecutive days with a follow-up one day design day. A minimum of two and a maximum of six delegates are permitted on this programme.

Informal and highly participative with active discussion, exchange of ideas, exercises, group work and two practical sessions in which participants can practice their training skills.

Delegates are required to identify two training activities within their knowledge expertise and write objectives that are appropriate for interactive group training sessions.

Constructive feedback to learners following practice sessions to ensure they are fully competent to deliver their internal knowledge to colleagues within the business in an engaging way.

All Reed Consultants programmes are delivered in a highly engaging and inspirational manner. They are definitely not 'death by PowerPoint' experiences.

Key Topics	
Learning Styles	Training Needs Analysis
Design Engaging Workshop	Kirkpatrick Evaluation
Training processes and procedures	WOW factor to learning
GROW coaching techniques	1-2-1 to Group Development

"Human behaviour flows from three main sources: desire, emotion, and knowledge.

TRAIN THE TRAINER

Programme Contents Include

- Plan training that meets objectives
- Roadmap learning deliverables against company strategies
- Identify appropriate methods of training that will maximise their group's understanding - not 'death by PowerPoint'
- Develop skills to help engage all group members
- How people learn and how to facilitate to their preferred style
- S.M.A.R.T structure to delivering a training session
- Use different techniques to handle your group effectively
- Questioning techniques to develop learning and check understanding
- Use visual aids, games, activities and handouts to make the best impact on learners experience
- WOW factor to learner engagement and development
- Apply GROW coaching techniques to engage the learner
- Complete action plans to design and deliver their internal training session
- Kirkpatrick evaluation (Level 1 = Reaction, Level 2 = Learning, Level 3 = Behaviour, Level 4 = Results)
- Applying company standard training documentation e.g. Joining Instructions, Workbooks and Handouts
- Categorise methods of development e.g. E-Learning, Book, Self-Assessment, Games, Video
- Design a learning evaluation competency skills, knowledge and behaviours assessment with a minimum % pass rate

Coaching –Train the Trainer Knowledge Expert

- Delegates are required to have designed and delivered a training session on their specialised subject within four weeks of attending the Train the Trainer programme
- Evaluation of the training session will be reviewed in a follow-up coaching session

Academic Certification

- Certificate of attendance

Key Programme Facts	
Course Title	Train the Trainer
Certification	Certificate of Attendance
Course length	3 days (2 day workshop, 1 day design)
Target audience	Anyone who has to impart their knowledge on a specialist subject
Contact	www.reed-consultants.co.uk 07834 572818 contact@reed-consultants.co.uk

> " We take the talent that exists in all people and encourage it to grow.