



Training Skills For Managers Workshop

1.5 or 2.0 Day Workshop

Overview

It is not always feasible or practical to bring in a trainer or external facilitator. This programme looks at how to develop effective training skills that allow managers to be able to design and deliver their own training programmes as required. This is an engaging and practical 2 day workshop that will look at the entire training cycle, starting with defining the training need, right through design and delivery, to effective evaluation. They will learn a range of techniques to handle difficult audiences and keep them engaged throughout

Objectives: Attendees will be able to:

- Identifying actual training needs
- How to design practical training workshops.
- Delivering engaging and effective training programmes
- Defining Learning styles and how people learn
- How to develop a range of practical facilitation and delivery skills

Contents:

- The differences between training teaching and coaching
- How people learn, including learning styles.
- The four practical stages of the training cycle namely, define, design, deliver and evaluate.
- Practical exercises and actual application on the programme.

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