

# Train the Trainer: Engaged Learners, Meaningful Outcomes

## Core skills developed

 Decision making & judgement Productivity & personal effectiveness Leading self & others Digital literacy & tool confidence Effective communication Adaptability & learning agility Relationship & stakeholder management Analytical thinking & problem solving

## Benefits

### Encourage participation, unlock potential, grow capability

High-impact training does more than deliver information; it transforms how people work. This course is designed for professionals who plan and lead training sessions and want to move beyond passive 'content coverage' to active, results-driven learning.

You will master the art of structuring sessions that command attention, choosing activities that bridge the gap between theory and practice, and facilitating discussions that keep learning on track. By focusing on practical delivery and group dynamics, you will build the confidence to create inclusive environments where momentum is maintained and learning translates into immediate workplace capability.

 Course participants will establish greater professional credibility and influence, lead initiatives more effectively, and ensure knowledge and skills development translates directly into improved workplace capability. Stakeholders will see a more capable and self-sufficient workforce that can pick up new skills quickly, leading to more efficient project delivery and consistent results. Your organisation will make the most of its internal expertise by ensuring knowledge is shared effectively and translates into steady performance growth.

# Modules

## Analysing your current training skills

1

- The features of a successful workshop
- Evaluating current training skills setting personal goals for improvement

**Competency:** Review personal training delivery against clear criteria to identify strengths and set goals for improvement.

## Structuring training sessions from start to finish

2

- Using proven workshop structures to organise learning
- Creating effective beginnings and endings for training sessions

**Competency:** Design a clear structure for training sessions that captures and maintains participant attention.

## Giving instructions that make activities run smoothly

5

- Sequencing instructions to support understanding
- Demonstrating activities and checking comprehension

**Competency:** Give clear, concise instructions that enable participants to complete learning activities effectively.

## Using feedback to support learning and improvement

6

- Giving feedback learners can act on
- Involving participants in reflection and improvement

**Competency:** Give positive and constructive feedback that supports learning and improves performance.

## Keeping learners actively involved throughout training

3

- What interactive learning looks like in practice
- Using activities and debriefing to reinforce learning

**Competency:** Deliver interactive training sessions that engage participants and support learning.

## Making training relevant through participant experience

4

- Using participant experience as a source of learning content
- Asking questions and managing discussion effectively

**Competency:** Deliver relevant, contextualised training sessions that support transfer of learning.

## Managing group dynamics with confidence

7

- **Reading group dynamics and levels of participation**
- Grouping, re-grouping and handling disagreement constructively re-grouping

**Competency:** Manage group dynamics effectively to maintain a positive and productive learning environment..

## Training mini-clinic

8

- Delivering a short practice training session
- Reviewing performance and setting next steps

**Competency:** Develop a practical action plan to improve future training delivery at work.

# Outcomes

- ★ Design and deliver well-structured, engaging training sessions that keep learners focused, active and motivated to achieve specific objectives.
- ★ Create a positive and inclusive learning environment that encourages participation, focuses practice and improves participant performance.
- ★ Facilitate group dynamics with confidence, maintaining momentum and ensuring learning remains aligned with business needs.