**Train The Trainer Workshop**

“If you want to teach people a new way of thinking, don't bother trying to teach them. Instead, give them a tool, the use of which will lead to new ways of thinking.” -Richard Buckminster Fuller

Train The Trainer Workshop

Duration: 3 Days.

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* Individual Contributors
* Supervisors
* Early Team Managers
* Employees of Concern Department

Workshop Objectives

* Understanding the Training Process
* Training Need Analysis (TNA)
* Adult Learning Principles
* Designing a Training Programme
* Pre-Training Phase-1- Content Design
* Learning Space Design
* Delivering Training Phase-Part-1-Platform Skills
* Delivering Training Phase -Part-2- Facilitation Skills
* Delivering Training Phase -Part-3- Handling Difficult audience
* Post Training Phase
* Training effectiveness

Workshop Outline

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| **Day-1** | | |
| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30 - 10:00 AM | **What’s In It for Me**   * Workshop Intro & Agenda * Ground Rules * Icebreaker * Facilitator Intro * Participant Intro & Expectations |
| 2 | 10:00 - 11:15 AM | **Pre-Training Presentations-1 (Presentation)**  **Not all the participants will be covered in one go so we will be continuing the presentations after tea break as well** |
| 3 | 11:15 - 11:30 AM | **First Tea Break** |
| 4 | 11:30 - 12:30 PM | **Pre-Training Presentation Batch-2 (Presentation)**  **Remaining presentations pending before tea break.** |
| 5 | 12:30 - 1:15 PM | **Understanding the Training Process**   * What is Training at workplace * Importance of Employee Development * Myths related to Training * Understanding Training process & Components |
| 6 | 1:15 - 2:00 PM | **Lunch Break** |
| 7 | 2:00 - 2:45 PM | **Training Need Analysis (TNA)**   * Understanding TNA * Importance of TNA in designing a Training Workshop * Methods & Tools to conduct TNA * Skills Required for a World class Trainer |
| 8 | 2:45 - 3:30 PM | **Adult Learning Principles**   * Understanding adult learning styles * Principles of Andragogy (adult learning theory) * Adapting training methods for adult learners * Adult Learning Activities * Edward Thorndike's Three Laws of Learning |
| 9 | 3:30 - 4:15 PM | **Designing a Training Programme**   * Understanding ADDIE Model * Aligning Training to Business Need * Know your audience * Intervention Vs Training * Designing a Learning Intervention |
| 10 | 4:15 - 4:30 PM | **Second Tea Break** |
| 11 | 4:30 - 4:45 PM | **Recap Day-1** |
| 12 | 4:45 - 5:30 PM | **Closing**   * Q&A (If any) * Closing Video (If any) * Home work for Day-2 |
| **Day 2** | | |
| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30 -10:00 AM | **What’s In It for Me**   * Recap of Day 1-Activity * Agenda |
| 2 | 10:00 - 11:15 AM | **Pre-Training Phase-1- Content Design**   * Researching the Content * Planning for Time Lines * Crafting a Story Line * Building a Storyboard * Ice breakers * Use of Impressive templates * Animations, Pictures, Graphs * Finding the right Videos * Role Plays |
| 3 | 11:15 -11:30 AM | **First Tea Break** |
| 4 | 11:30 - 12:15 PM | **Learning Space Design**   * Types of Sitting Arrangement * The Ambience of Room * Projector, Audio Video * Training logistics (Equipment, Logistics, Disaster management) |
| 5 | 12:15 - 1:15 PM | **Delivering Training Phase-Part-1-Platform Skills**   * Dealing with Stage Fear * Voice * Body Language * Connect & Rapport with the audience * Displaying Enthusiasm |
| 6 | 1:15 - 2:00 PM | **Lunch Break** |
| 7 | 2:00 - 3:30 PM | **Delivering Training Phase -Part-2- Facilitation Skills**   * Rapport Building * Questioning * Listening * Drawing People out * Leading Discussions * Demonstrating a skill * Handling Mistakes * Handling Questions |
| 8 | 3:30- 4:15 PM | **Delivering Training Phase -Part-3- Handling Difficult audience**   * Handling Side Conversations * Late Arrivals * Handling difficult Characters (Jester, Cynic, Talker) * Engaging the Indifferent audience |
| 9 | 4:15- 4:30 PM | **Second Tea Break** |
| 10 | 4:30 - 4:45 PM | **Energizer** |
| 11 | 4:45 - 5:30 PM | **Closing**   * Q&A (If any) * Closing Video (If any) * Home work for Day-3 |
| **Day 3** | | |
| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30 - 10:15 AM | **What’s In It for Me**   * Recap of Day 2-Activity * Agenda |
| 2 | 10:15 – 11:15 AM | **Post Training Phase**   * Training Feedback * Types of Feedback * Feedback Delivery Tools |
| 3 | 11:15 -11:30 AM | **First Tea Break** |
| 4 | 11:30 - 12:30 PM | **Post Training Phase -Continued….**   * Training Assessments * Action Plans * Post Training Retention |
| 5 | 12:30 - 1:00 PM | **Activity** |
| 6 | 1:00 - 1:45 PM | **Lunch Break** |
| 7 | 1:45 - 2:30 PM | **Training effectiveness**   * Understanding Kirkpatrick’s model * Levels of Kirk Patrick Model * Choosing evaluation techniques based on the nature of training |
| 8 | 2:30 - 3:45 PM | **Post Training Assessment Batch-1 (Presentation)** |
| 9 | 3:45 - 4:00 PM | **Second Tea Break** |
| 10 | 4:00 - 5:00 PM | **Post Training Assessment Batch-2 (Presentation)** |
| 11 | 5:00 - 5:30 PM | **Closing**   * Feedback forms * Q& A (If any) * Closing Video (If any) * Group Photo |

**Note: A Pre & Post-Training Assessment will be conducted in the following way:**

* Participants prepare 5–10-minute presentations on day 1 as a pre-training assessment.
* A Parameter scorecard is used by the trainer to score these presentations.
* Both the pre-training and post-training presentations are video recorded.
* At the end of the program, participants do another 5–10-minute presentation as a post-training assessment.
* The trainer provides a short-written evaluation for each participant, highlighting their strengths and growth areas in the training field.

\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client.\*