



## **Train-the-Trainer**

Duration: Five days

Time: 9am – 4pm

For: Managers and Supervisors

### **PROGRAM OBJECTIVES**

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At the end of the program, participants will have an enhanced understanding of the importance of identifying training needs, plan the training, deliver the training, and evaluate the training.

### **METHODOLOGY**

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Workshop consists of lecture/discussions, visual aids, individual and group activities.

### **CONTENT DOMAIN**

- ✚ Definitional issues.
- ✚ The costs and benefits of training.
- ✚ Understanding how adults learn.
- ✚ An approach to systematic training:
  - The Training Cycle: The PIE Approach.
  - The Training Cycle: The Four-Step Approach.
- ✚ Making training interactive.
- ✚ Trainer Attributes.
- ✚ Group Training Issues:
  - Roles played by trainees.
  - Tips for dealing with difficult participants.
  - Impact of seating arrangements on the learning climate.
- ✚ The Group Training Process from the Trainee's Perspective.
- ✚ The Use of Visual Aids.
- ✚ The Trainer as Communicator.
- ✚ The Role of the Trainer as a Motivator and a Manager.
- ✚ Other Issues Facing the Trainer.
  - Training Issues in the 21<sup>st</sup> Century.
  - Establishing a Training Culture in the Organization.
  - Seeking Management Support for the Training.
  - Making Training Stick.
  - Common Training Mistakes.
- ✚ “Teaching Practice”.

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