

Train the Trainer

3-Day Workshop

Effective Facilitation



Register NOW for one of the **LIMITED SPACES** on this course to enhance and develop your skills.

Who should attend:

- ➔ Facilitators
- ➔ Managers of staff
- ➔ Team Leaders
- ➔ Trainers

Registration is Easy:

Email: sales@rapid-results.com with:

- Name
- Company
- Email
- Postal Address
- Phone Number

Rapid Results Limited

PO Box 302-263 North Harbour
Auckland 1330
TEL: 09 447 1994 FAX: 09 447 1995
www.rapid-results.com

Course Overview:

- ➔ How to organise & plan a training course
- ➔ Training Delivery Styles
- ➔ Identify the Group Needs
- ➔ Knowledge Transfer Techniques
- ➔ Effective use of NLP
- ➔ Making the training FUN
- ➔ Activities & Breakouts
- ➔ Keeping Control of the Group
- ➔ Confidence & Assertiveness
- ➔ How to measure effectiveness of training

2009 Course Information:

Times: 8.30am – 5.00pm

Cost: \$1,995 + GST per person

Includes:

All Meals

Certificate and Workbook



"creating business excellence"

Course Detail

What organisation is required for a course?

- Understand why good organisation is so important to the success of a training course
- How to develop good training course organisational skills
- Preparing for a course
- Main areas of consideration for success
- Designing checklists

The importance of training environments

- Understand why the training room is so vital to the success of the training outcomes
- Learn the key elements that make a successful training environment
- Why is the room so important for success?
- Different room styles and set up
- Room preparation

Maximising your own delivery style

- Using the different styles of training delivery
- Maximise your training results
- What are the different styles?
- How do I develop a delivery style?
- Targeting your delivery to an audience
- Success factors when delivering a course

How to identify and meet the needs of your group

- Understand the different behaviours in a group
- Understand how to control a group to ensure the course is not disrupted
- Identify your audience

To know the importance of training tools and how to use them effectively

- Understand the tools that can be used during training to maximise the learning
- What different effects and outcomes tools have
- What are the tools of a trainer?
- Which tools do I use?
- How to maximise the training impact
- Using accelerated learning & NLP techniques

To understand what knowledge transfer is and how to achieve it

- Ensure a knowledge transfer is occurring
- How to use different techniques to assist with checking your message is making sense
- How do I get the message across?
- How will I know if they understood?

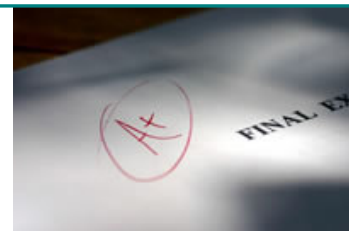
Train the Trainer 3-Day Workshop

Facilitator's Profile *Craig McFadyen*



- Owner of 2 training companies
- Developed over 50 training programmes for re-sale
- 12 years training experience
- 15 years of customer service management
- Winner of 2005 TUANZ innovation award for education - icontact
- Winner of Business Award – “Excellence in Service Delivery”
- Designed training for and delivered training for many of NZ's top 200 companies
- Co-author of “Return on Training Investment Made Easy”
- Over 100 trainers have been trained in this course by Craig

All participants receive a
Certificate of Training



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