



TRAINING SKILLS

TAG Ground Courses

Do you ever need to create or deliver training sessions?

This course has been designed to develop your skills and knowledge enabling you to create and deliver training sessions that will engage and inspire learners.

COURSE DURATION 3 Days

SYLLABUS

DAY 1

Module 1: Developing Yourself as an Effective Trainer

- Developing Professional Practice
- The Key Principles of Delivering Learning

Module 2: Undertaking a Learning Needs Analysis

- Learning Needs Analysis
- Practical Case Study to Identify Learning Needs

DAY 2

Module 3: Preparing and Designing Learning and Development Activities

- Defining Aims and Objectives
- Creating Aims and Objectives in Practice
- Planning for Success
- Structuring A Training Session
- The use of Visual Aids
- Preparing yourself

Module 4: Delivering Learning and Development

Activities

- Iceberg Theory
- Getting the Message Across
- Different Approaches
- Facilitation Skills
- Managing the Group
- Group Working Techniques

DAY 3

Module 5: Evaluating Learning and Development

Activities

- Understanding principles and practices of assessment
- Feedback skills
- Writing Assessments/Exams
- Creating Course Critiques

Module 6: Practical Delivery of Training Activities

- Practical delivery of 15 minutes training session with feedback

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