



**Basic**

## **Train the Trainer**

### Two Day Training Course

**Course Aims:**

To discuss, understand and practice some of the essential training, feedback and motivational skills needed to successfully provide training to people acquiring new skills.

**Course Outline**

<ul style="list-style-type: none"> <li>Communication issues</li> <li>The open supportive communication climate</li> <li>The closed communication climate</li> <li>Communication</li> <li>Know yourself</li> <li>Why know your own personality?</li> <li>How is our personality perceived and projected?</li> <li>Ego States</li> <li>Ego States</li> <li>Why do they do that?</li> <li>Using Ego States</li> <li>Analysing transactions</li> <li>Interacting Ego States</li> <li>How to handle the transactions</li> <li>Adult in Action</li> <li>Building a strong Adult</li> <li>Two-Way communication</li> <li>Facts, feelings, values and opinions</li> <li>Barriers to communication</li> <li>Non-verbal communication</li> <li>Body language</li> <li>Using your voice</li> <li>What do you do?</li> <li>Examples Of Body Language</li> <li>Active listening</li> <li>Counselling Skills</li> <li>Training Skills</li> <li>A Definition</li> <li>Why Coach?</li> </ul>	<ul style="list-style-type: none"> <li>Establishing Your Aims</li> <li>What are the aims?</li> <li>How does establishing aims help?</li> <li>How will establishing aims affect planning?</li> <li>Structuring your Training</li> <li>Planning the Contents</li> <li>Making a Good Start</li> <li>And in Conclusion</li> <li>Having the Last Word</li> <li>The Role of the Good Conclusion.</li> <li>The Contents of the Good Conclusion</li> <li>A Conclusion Must Not include</li> <li>Communicating</li> <li>Have you got a minute?</li> <li>Getting the message across</li> <li>Feedback Skills</li> <li>Introduction</li> <li>Feedback Characteristics</li> <li>Feedback Values</li> <li>Feedback Skills</li> <li>Giving Feedback</li> <li>Receiving Feedback</li> <li>Motivation</li> <li>Approaches to motivation</li> <li>Motivational tools</li> <li>Analysing People</li> <li>Analysing the needs</li> <li>Summary</li> <li>EXERCISES</li> <li>Considering Aims</li> <li>Preparing an Introduction</li> <li>The Conclusion</li> <li>Getting the Message Across</li> </ul>
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