ELD Training

empowerment, learning, development

TRAINING COURSE: TRAINING OF TRAINERS

Effective organisations keep their staff's skills up-to-date. They share knowledge, and develop attitudes and competencies. Training is still the most efficient tool organisations have for developing their human resources, but to make training effective it needs to be designed and delivered in the right way. Every training event is unique. This advance course upgrades your skills in designing and conducting any training event to meet its distinct objectives. This five-day training is designed for development professionals already engaged in providing training programmes within their organisations, or with partners and client groups. We may, in some cases, accept those with less formal experience, if they can demonstrate a strong aptitude and have good people management skills. (However, this is not a course for 'interested observers'.) Independent consultants may also apply.

The course provides you with the theory, tools and practice to develop and carry out effective training programmes. You will learn to be sensitive to issues encountered in the adult learning process, to assess learning needs and set learning objectives. You will learn how to use appropriate interactive training methods and materials and how to design and facilitate participatory training sessions. You will participate in exercises on course development, session planning, materials development and evaluation of training programmes. You will also learn how to keep the attention of your audience by making use of visual aids, role plays and energisers.

Day One

- Introduction to the Course
- Reflection on Individual Training Experience
- Introduction to Training
- Group Dynamics
- How Adults Learn
- The Training Cycle

Day Two

- Learning Need Analysis
- Setting Learning Objectives
- Learning Styles
- Training Design 1

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professional development for development professionals

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Day Three

- Selection of Training Methods
- Use of Media in Training
- Training Practical 1

Day Four

- Communication Skills
- Training Management
- Monitoring and Evaluation
- Training Design 2

Day Five

- Training Practical 2
- Feedback
- Course Review and Closing

See our training schedule to find out when this course is next planned in your area.

See the document Registration, Fees and Payment Information for fees and registration information.
Download the application form from our web site.