



# Train the Trainer Course

The Train the Trainer programme will provide a clear understanding of the meaning of effective training, and how to use certain tools and techniques to maximise the success of a training session

## Introduction

On this 1 day course you will gain:

- A clear understanding of the meaning and value of 'effective training'
- An appreciation of the elements that stimulate learning in the training room
- Knowledge of key tools / techniques to assist with your training delivery, so you can make an immediate positive start when you return to work
- A comprehensive knowledge of group training and practical skills, which will give you confidence in your ability to help people to learn and develop

## Who would benefit from this course?

This course is ideal for people new to training, or those with no formal knowledge about the design and delivery of training programmes.

## Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

## Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£295 + VAT	£495 + VAT
Leeds:	£295 + VAT	£495 + VAT
Liverpool:	£295 + VAT	£495 + VAT
Online	£250 + VAT	£375 + VAT

## Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and Online From £590. Please email or call us with your preferred venue, number of delegates and any requests.

Small Class Sizes

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Materials

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

The Trainer explained all aspects of the [Train the Trainer] course in great detail, which helped expand my knowledge

Nicole Ingram  
Onesure Insurance



# Train The Trainer Skills

## Course Outline

This course will teach you how to become a more effective trainer

### Course Objectives

- Appreciate the role of a trainer in the workplace
- Identify the different types of learning styles and how to stimulate learning
- Understand how to communicate effectively when training a group of people face-to-face
- Recognise the importance of questioning and listening skills when delivering training

- List ways to encourage delegate participation in a session
- Explain how to professionally deal with challenging delegates

### Course Topics

- The workplace trainer
- How to create a readiness for learning
- The learning process
- Learning through our senses
- Kolb's four learning styles
- Face-to-face communication skills in training

- Effective questioning skills for the trainer
- Ensuring active listening skills
- Developing group participation in a training session
- Four stage of group development
- Dealing with challenging delegates

To book please see next page

Google

5.0 ★★★★★

The course trainer had a fantastic knowledge of the skills needing to provide good training, and I left feeling far more confident than when I arrived

Gemma Massey  
Weaver Vale Housing  
Trust

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.



# Train The Trainer Course

## Why Choose M Training's Train The Trainer Training Course

- Run by an experienced trainer with over 10 years' experience in running training courses
- This course is limited to 6 places so you are guaranteed personal support throughout the day
- Fully CIPD Qualified trainers
- From Only £250 + VAT per delegate
- Convenient locations in Manchester, Leeds, Liverpool and Birmingham.
- We provide one to one and private group courses throughout the UK
- Course notes and support material
- Lunch & refreshments provided
- Certificate of achievement

## Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course and from £590 for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

## How to book

**To reserve your place on our 1 Day Train The Trainer course, Simply pick your preferred date and book on our website, send us an email or give us a call.**

**Or if you prefer, we offer private and In-House training on request.**

**Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)**

**Call: 0161 226 6032**

**Or visit: [www.mtraining.co.uk](http://www.mtraining.co.uk)**

**We offer group booking discounts for two or more delegates.**

Great training course - no waffling!

Lots of great hints and tips, ideas I can take forward in my own training and with my colleagues

**Sarah Farrell-Graham  
GMCVO Databases**

