

# Training Skills: An Introduction

Maximum Participants: 16

Duration: Two Days

Timings: 09:30 – 16:30



## Mike Phillips Training

Releasing potential through learning and development

## Suitable for

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Anyone who is new to training design and delivery or those with some experience who wish to know more about the main theory behind effective training

## Aim

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To introduce learning theory and training skills to plan, deliver and evaluate a training course. You will assess and develop your training skills and techniques.

## Learning Outcomes

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By the end of the course, you will be able to:

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|---|--|
| <input checked="" type="checkbox"/> Identify what makes good, effective training  | <input checked="" type="checkbox"/> Identify and discuss training methods – and potential advantages/disadvantages         |
| <input checked="" type="checkbox"/> Describe the attitude, knowledge and skills of an effective trainer                                 | <input checked="" type="checkbox"/> Identify learning style preferences and their impact upon training design and delivery |
| <input checked="" type="checkbox"/> Explain the training and learning cycles and experiential learning                                  | <input checked="" type="checkbox"/> Plan, deliver and evaluate a training session  |
| <input checked="" type="checkbox"/> Define and write training aims/objectives and learning outcomes - and undifferentiated between them | <input checked="" type="checkbox"/> Handle group dynamics in any kind of situation   |
| <input checked="" type="checkbox"/> List the steps involved in planning and delivering a training session                               |  |

You will also leave the course with:

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|--|--|
| <input checked="" type="checkbox"/> A sense of achievement   | <input checked="" type="checkbox"/> A Personal Action Plan to take your learning further |
| <input checked="" type="checkbox"/> A toolkit of techniques and practical ideas for releasing your potential |  |

## Training Style

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All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (\*email required)

## Other Courses to consider (Visit my website for details of these and other courses)

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|---|---|
| <input checked="" type="checkbox"/> Assertiveness – An Introduction                   | <input checked="" type="checkbox"/> Managing Your Stress                  |
| <input checked="" type="checkbox"/> Facilitation Skills: An Introduction              | <input checked="" type="checkbox"/> Mentoring Skills                      |
| <input checked="" type="checkbox"/> Facilitation Skills: Theory and Practice (2 Days) | <input checked="" type="checkbox"/> Presentation Skills – An Introduction |
| <input checked="" type="checkbox"/> Improving Your Time Management                    | <input checked="" type="checkbox"/> Training Skills – Advanced (2 Days)   |
| <input checked="" type="checkbox"/> Interpersonal Communication Skills                |   |



*"Mike has lots of ideas and experience."*

*Very clear and varied – PowerPoint was great – I didn't realise it could be used so sparingly and well.*

*A really well-crafted course."*

### Course Participant

SENSE



### website

[www.mikephillipstraining.co.uk](http://www.mikephillipstraining.co.uk)

### email

[mike@mikephillipstraining.co.uk](mailto:mike@mikephillipstraining.co.uk)

### phone

07949 826881