

Craft Trainer

Aim To enable participants to design and deliver practical, on-the-job training

Objectives By the end of this three-day workshop, participants will be able to:

1. Describe how to accurately diagnose what development people need
2. Explain how to select the most suitable and effective development methods
3. Describe how to create effective objectives, content and supporting materials
4. Explain how they will use a range of facilitation techniques to meet the needs of their learners
5. Describe how to blend demonstration, instruction, training and coaching
6. Demonstrate the ability to design and deliver effective craft training sessions
7. Evaluate training sessions accurately
8. Produce a personal action plan

Format

This three-day workshop blends craft training principles with practice sessions. On day three participants are observed as they conduct craft training sessions rather like a driving test.

Overview

- An exploration of how people absorb information and learn
- How to diagnose training needs accurately
- The relevance and implications of the four preferred learning styles
- Structuring training sessions for increased effectiveness
- How to gain and retain people's full and undivided attention
- Different ways to break substantial subjects into smaller learning sections
- Using a range of questioning techniques to facilitate people's thinking
- How to check the effectiveness of training sessions
- Participants will finalise their personal action plans

