

## TRAIN THE TRAINER: HOW TO BRING TRAINING TO LIFE

### COURSE DATE

10 - 12 October 2012

### COURSE DURATION

3 days – 08:30 to 16:30 daily

### COURSE FEES

R10 570 (excl. VAT) per delegate

**5% discount**  
for enrolment 2 weeks  
prior to course date

### WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- Dynamic and knowledgeable facilitators
- A quality folder, notepad and pen
- Training file and CD
- High quality training venue
- Parking
- A course attendance certificate
- Lunch and refreshments

### REGISTRATION DEADLINE

Your completed enrolment form must be received prior to the start of the scheduled course.

TEL 011 582 3222 / 0861 ASTROTECH  
FAX 011 582 3201 / 0861 ASTROFAX  
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA  
PRIVATE BAG X80500 HOUGHTON 2041

**0861 ASTROTECH**  
**WWW.ASTROTECH.CO.ZA**

### ★ COURSE OVERVIEW

The ability to train others is a growing expectation of employers of their employees. With the many “company specific” technologies, systems and processes out there often companies have no choice but to perform training themselves. On top of this for large scale training across a company, internal training is often far more cost effective than sending personnel to external providers. However, many people who are asked to train have never had formal training on preparing and presenting training and this can make all the difference in the success of a training programme. In order to assist companies to provide their internal trainers with the appropriate skills to perform effective training, AstroTech is offering a training programme on “Train the Trainer: How to Bring Training to Life”.

#### YOU, THE TRAINER

- Making a good first impression
- Increasing your credibility
- Non-verbal signs to pay attention to
- Planning your time correctly
- How to get rave reviews from participants
- Assessing your strengths & weaknesses as an instructor
- Ways to capture attention
- Knowing when & how to adapt your style
- Getting people back in to the room after breaks
- Dealing with nerves & fear of speaking
- Understanding & developing your own natural style

#### GETTING THE BEST OUT OF YOUR TRAINING GROUP

- Ways to improve group participation
- Effective icebreakers
- Tips for building rapport
- Group control & managing course dynamics
- Strategies to handle negative participation characteristics
- Getting the most from a discussion while still keeping it relevant
- Ensuring that they don't start yawning
- How to give candid feedback with sensitivity
- Motivating the group to learn and participate

#### POWERFUL TRAINING METHODS

- Activities to bring your course to life
- Tools & techniques for adult learning
- Best instructional methods
- Effective demonstrations
- Analogies & metaphors to make the instruction more powerful
- Creating interactive learning experiences
- Techniques to increase learner retention
- How to make your courses fun & lively
- Using audio visual techniques

#### DEVELOPING EXCITING COURSE CONTENT

- Creating a dynamic programme
- Performing a needs assessment
- Making dull material spring to life
- Creating slides that capture attention
- How to write and structure a course

#### CREATING THE RIGHT TRAINING ENVIRONMENT

- Setting the climate
- Creating a safe & comfortable environment
- Different seating arrangements and their impact

... AND MUCH MORE!



## COURSE INFORMATION

### ★ WHO SHOULD ATTEND

- Instructors, facilitators and trainers looking to improve their technique or introduce a creative approach
- Course developers looking to enhance their programmes
- People who have no formal training in presenting courses but need to present them
- Managers who need to train their staff
- Sales personnel who need to train their clients
- Anyone else who can benefit from presenting training well

### ★ OUTCOMES

After attending this course attendees should:

- Be updated on the latest tools & techniques
- Have learned how to create a dynamic learning experience
- Know how to capture & keep attention
- Understand how to make dull content exciting
- Effectively manage group dynamics

### ★ TAKE HOME TOOLS

- Training file & CD
- A quality folder, notepad & pen
- Telephonic support relating to course content

### ★ SETA ACCREDITATION

AstroTech Training's Accreditation Number with the Services SETA is: **3852**.

Companies making use of our training services can claim back the relevant percentage of their Skills Development Levies in accordance with the Skills Development Levies Act.

### ★ THE VENUE

The AstroTech Conference Centre in Parktown, Johannesburg is in a gracious mansion in one of the most historic and beautiful areas of Johannesburg.

It is a high-end business focused conference centre with competitively priced packages, excellent facilities and top client service.

Close to major highways, airport and Johannesburg city centre, this state-of-the-art venue offers elegance, discretion, security and convenience with safe parking for 120 vehicles.

Should you require accommodation, the Sunnyside Park Hotel situated in close proximity offers AstroTech delegates a substantial discount on accommodation.

Please contact reservation on (011) 640-0431 or (011) 643-7226, quoting reference no. 4691 when booking with them.



### ★ BBBEE COMPLIANCE

AstroTech Training is BBBEE Level 1 compliant. This means that we are a 135% contributor and companies investing money in training their staff through AstroTech Training can also improve their own BBBEE scorecard. Not only does it offer an opportunity to improve your company's Skills Development BBBEE category, but you can also improve your BBBEE Preferential Procurement category. In each case your company will benefit 135% of the spend made.



### ★ TERMS & CONDITIONS

Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the 1st day and receive a full refund of the course fee.

#### ➤ CANCELLATIONS

A cancellation can only be confirmed if we are advised in writing at [training@astrotechtraining.co.za](mailto:training@astrotechtraining.co.za) For cancellations received more than one week prior to the course:

0% cancellation fee will apply.

For cancellations received less than ONE WEEK prior to the course:

50% cancellation fee will apply.

For cancellations received within 24 hours of the course:

100% cancellation fee will apply.

Substitutes are welcome at no additional charge at any time prior to the course.

#### ➤ POSTPONEMENTS

Requests to postpone course attendance must be received in writing at least three full working days prior to the course commencement. Should we not receive written confirmation within this period; the postponement will be subject to an additional fee of R 1,430 (excl VAT) per delegate. All course postponements or programme exchanges need to be utilized within 6 months of the original course booking or the course fee will be forfeited.

Cancellations on postponements or exchanges are subject to the full course fee.

#### ➤ ABSENT DELEGATES

In the event that a delegate does not arrive for the course and no written cancellation has been received and confirmed, the full course fee will be payable.

#### ➤ PRESENTERS

Should it be necessary, AstroTech reserves the right to substitute the presenter.

#### ➤ COMMUNICATION

When a person registers on AstroTech's website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise by AstroTech and/or its business partners.

#### ➤ DISCLAIMER

AstroTech wish to advise that they will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

Please book your place on the course by emailing or faxing this enrolment form. Your place is confirmed on receipt of the completed enrolment form.

Fax to 011 582 3201 or E-mail training@astrotechtraining.co.za

## SALES CONTRACT

COURSE NAME: **Train the Trainer: How to bring training to life**

COURSE DATE: **10 - 12 October 2012**

COURSE CODE: **TT 20121010**

**TOTAL NUMBER OF DELEGATES TO BE ENROLLED**

### > DELEGATE DETAILS [Please print clearly]

#### 1 First Name and Surname

Position

E-mail

Cell No.

#### 2 First Name and Surname

Position

E-mail

Cell No.

Special Dietary Needs

Qty. of Kosher  Qty. of Halaal  Other \_\_\_\_\_

Special Needs (e.g. wheelchair)

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE PAGE OVERLEAF.

### > COMPANY DETAILS

(Please include your company details & VAT No. as required on the invoice before submitting your enrolment form)

Full Company Name

Department/Division

Postal Address

Postal Code

Company VAT Registration No.

Telephone No.

Fax No.

### > INVOICE DETAILS

Invoice Contact Person

Telephone No.

E-mail

Purchase Order No (if applicable)

Do you require separate invoices for each delegate? YES  NO

NB: Please include your AstroTech invoice number as a reference on your deposit when making payment.

### > AUTHORISATION

Name

Position

Telephone No.

E-mail

Fees

Surcharge per Halaal meal

Surcharge per Kosher meal

**R10 570.00 (excl. VAT) per delegate**

**R 80.00 (excl. VAT) per person per day**

**R 205.00 (excl. VAT) per person per day**

Signature

Date  /  /

A 5% discount is applicable for all registrations received two weeks prior to course commencement (26 September 2012). Upon receipt, a tax invoice will be processed and payment is required prior to the start of the scheduled course.

You will receive course confirmation via Facsimile or E-mail. If you have not received your confirmation five (5) days prior to the scheduled date of the course, please contact Tarryn on 0861 ASTROTECH/011 582 3222.

If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee. Substitutions may be made at any time prior to the start of a training course. Submission of this enrolment form constitutes acceptance of AstroTech's terms and conditions.

