

TRAIN THE TRAINER: HOW TO BRING TRAINING TO LIFE

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

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★ 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 offers 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
- Ways to capture attention
- Knowing when & how to adapt your style
- Getting people back in to the room after breaks
- Planning your time correctly
- Dealing with nerves & fear of speaking
- How to get rave reviews from participants
- Understanding & developing your own natural style
- Assessing your strengths & weaknesses as an instructor

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

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ 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

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

➤ PAYMENTS:

Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:

COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course

COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course

Absent delegates are charged for.

➤ POSTPONEMENTS:

POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course

PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course

PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course

Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.

A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.

➤ CANCELLATIONS:

CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course

PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course

PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course

➤ PRESENTERS:

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

➤ VENUE:

If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.

➤ COMMUNICATION:

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

➤ DISCLAIMER:

AstroTech Training 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.