



the **key** consultancy limited

In-company Training

Training Essentials

Aims

The course aims to provide both safety and training professionals with an understanding of the systematic training process and how its application can lead to the provision of effective training.

Objectives

At the end of the course delegates should be able to:

- Employ ice-breaker and contracting techniques within training
- Select appropriate training techniques in accordance with learning preferences
- Deliver effective presentations
- Deal with challenging situations effectively
- Employ appropriate evaluation methods
- Design effective training programmes

Programme Content

Day 1

Introduction

- Ice breaker and contracting exercise
- Overview of systematic training cycle
- Identifying training needs
- Learning styles questionnaire (group exercise)
- Learning styles in training design and lesson planning

Day 2

- Presentation skills
- One to one instruction techniques
- Dealing with challenging situations (group exercise)
- Delivery skills, use of flip and visual aids etc
- Employing appropriate evaluation methods
- Delegates to give short assessed training session
- Feedback to include Q and A session to address delegates' particular concerns
- Group exercise, group to present a review of course content