

learning
equals
development

EQV Course Outline



■ Train the Trainer Expert

■ 3 Day

Tel: 0844 888 2732 E-mail: lets-talk@eqv.co.uk www.eqv.co.uk

EQV (UK) Ltd, The Mill House, Dovecote Court, Potters Marston, Leicestershire, LE9 3JR

Train the Trainer Expert (3 Day)

Business Benefit

Training skills are no longer solely the requirement of full time training staff, there is a growing requirement for staff at all levels to be able to deliver punchy, effective training and coaching sessions to their colleagues.

This three day programme will equip delegates with all of the skills they need to deliver effective training, from analysing training needs, all the way through to delivery and evaluation.

This will be suitable to anyone who needs to deliver training and coaching sessions on a regular basis

All attendees qualify for free Studying ILM Membership. Designed to help candidates get the most from their course and advance their management career, members can get a range of benefits including:

Harvard Business Publishing online books

Career development Advice, Information on networking events around the UK,

Edge Online a regular management magazine

Discounts on a range of lifestyle services.

Who Should Attend?

Full time trainers and coaches anyone who needs to train staff as part of their job.

Learning Objectives

By the end of this course you will be able to...

- Identify training needs and the different ways people learn.
- Understand the main training styles and approaches – tutor led / coaching
- Demonstrate the most effective structure for a training course.
- Describe the importance of visual aids, handouts and courseware.
- Demonstrate basic presentation skills and the skills of dealing with a group of delegates.
- Prepare for and deliver a training session.

Course Content

- 'Learning Styles' – the different ways people learn best.
- Conducting a 'Training Needs Analysis'.
- Setting 'Training Objectives'.
- Selecting the right 'Training Approach' and 'Style'.
- Room layouts and administration.
- Using an effective structure to prepare the training session.
- Essential Presentation Skills.
- 'Working with the Delegates' – effective facilitation skills.
- Practise sessions – preparation and delivery.
- Evaluating the effectiveness of the training.
- Personal implementation plans.

2010 18-20 Jan • 15-17 Feb • 15-17 Mar • 20-22 Apr • 18-20 May • 15-17 Jun
20-22 Jul • 17-19 Aug • 21-23 Sep • 19-21 Oct • 16-18 Nov • 15-17 Dec

2011 17-19 Jan • 14-16 Feb • 14-16 Mar • 12-14 Apr • 17-19 May • 14-16 Jun

Price: **£1335**
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.



Accredited Centre

This course has been developed by EQV and approved by the Institute of Leadership and Management, the UK's foremost professional body on the development of leadership and management.

So you can be assured of the quality of the content and the delivery of this programme.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

