



**Duration: 1 Day**  
**Course Code: SSI03**

### Course Description:

Do you want to achieve more with your training? Whether you are a full time trainer or someone who delivers training or coaching occasionally as part of your role, this train the trainer course is for you.

PCS' Train the Trainer course aims to give practising and potential trainers the foundation to aid the formal development of their role.

### Who Should Attend Train The Trainer Training?

- Anyone who is responsible for the design, delivery and evaluation of training in house, and wishes to develop a more structured approach.

### Benefits From Attending The Training:

- This one-day programme will equip participants with skills to be effective trainers. Good training delivery is the key to the success of your organisation - it will unlock the potential of the people on whom success relies.

### Course Contents:

- The Training Cycle (planning the training, evaluation of training)
- How People Learn (learning styles, communication skills)
- Different Training Methods (demonstration, exercises, discussion)
- Setting the Stage (using visual aids, flip chart, video, room layout, timings, other logistical considerations)
- Trainers Skills and Qualities (questioning techniques, constructing and structuring the session, handling difficult situations)
- Coaching and Mentoring

### Related Courses:

- Presentation Skills | Duration: 1 Day | Codes: SSI01 | SSI02
- Microsoft PowerPoint | Duration: 1 Day | Codes: ITS09 | ITS10

**\*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

