



## “Train the Trainer”

### An Interactive workshop to help you become a top trainer!

If you have a training responsibility, this workshop will help you to be more effective, enjoy the role more, and most importantly, provide real (and lasting) information to your participants.

You will learn....

How to choose activities that are fun but meaningful.  
How to assess the level of knowledge already in the room.

A formula for creating a successful training session.

How to keep participants energised?

How to assess the learning throughout the program.

### Overall benefits for you as a trainer:

- Increase your job satisfaction
- Decrease your preparation time
- Greatly increase the value of the training

### Your facilitator:

#### Glenda May

Glenda is a corporate trainer, career coach, facilitator and psychologist. Her work has been recognised internationally. She is the Australian certified facilitator of Leadership Training for General Electric and has helped high-potential leaders in the following organisations: AXA, ANZ, NAB, HP, PwC, BOC, Motorola, National Foods, Oxfam, State Government, Deakin University, Australian Institute of Management. Glenda delivers ‘Developing Better Trainers’ workshops in Singapore and Malaysia on a regular basis.



Her book “52 Ways to be a Top Trainer” will stimulate your creativity with a raft of ideas.



### Course content:

- Creating an effective learning environment
- Handling challenging participants
- Use of adult learning principles
- Addressing ‘incorrect’ responses
- Structuring a training program
- Making key content active
- Writing learner-centred instructional objectives
- Stimulating the generation of ideas
- Questions to facilitate involvement
- Use clear visual aids
- Turning ‘lectures’ into interactive sessions
- How to assess participants’ learning as you go
- How to present information in an engaging manner
- Evaluating your personal training strengths

The workshop is conducted in an informal and mutually supportive environment.