

## Train the Trainer

An interactive 2-day Workshop to help you become a top trainer



How do you choose activities that are fun but meaningful?  
How do you assess the level of knowledge already in the room?  
Is there a formula for creating a successful training session?  
How do you keep participants energised?  
How can you assess the learning throughout the program?

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

### Key Content

You will learn how to:

✓ Create an effective learning environment	✓ Handle challenging participants
✓ Use adult learning principles	✓ Address 'incorrect' responses
✓ Use a structure to design a training program	✓ Make key content active
✓ Write learner-centred instructional objectives	✓ Stimulate the generation of ideas
✓ Question to facilitate involvement	✓ Use clear visual aids
✓ Turn 'lectures' into interactive sessions	✓ Assess participants' learning as you go
✓ Present information in an engaging manner	✓ Evaluate your personal training strengths

### Benefits overall for you as a trainer:

- Increase your job satisfaction
- Decrease your preparation time
- Greatly increase the value of the training that you deliver internally

### Your facilitator: Glenda May

Glenda is a corporate trainer/facilitator and organisational psychologist whose work as a facilitator 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 Train the Trainer workshops in Singapore and Malaysia on a regular basis. Her recent book "52 Ways to be a Top Trainer" will stimulate your creativity with a raft of ideas.

### The following comments were made by participants in Glenda's workshops in 2008:

*"Glenda was able to work with the most challenging participants – her honesty, clarity and direct feedback was an invaluable strength"* - **Eve Ash, CEO, Seven Dimensions**

*"Thank you, for sharing your expertise and knowledge with all of us. My trainer evaluation went fantastic after I applied all knowledge and skill that I have from your workshop"* - **Aditia Sudarto, Sarawak Shell**

*"Thank you for the past two days of insights and ideas. I sincerely appreciated the tips and models that you shared with us and will definitely put them to good use as I plan for my training programs going forward. It was wonderful to watch you as a trainer in action as well and I enjoyed your energy with structure- to me, watching a trainer who is 'walking their talk' is one of the most valuable ways that learning can be reinforced and made available for modelling"* - **Sharon Koh, Monetary Authority Singapore**