

FACILITATION SKILLS FOR TRAINERS

Transform your training skills by taking them to a higher level!

WHY IT WORKS:

Great trainers do three things very well. They understand exactly what their clients need; they develop training designed to address that need; and they effectively deliver the training using approaches that motivate the audience to action.

This course enables participants to revolutionize their training styles by examining their current approach through a brand new lens. Each participant will significantly improve their own ability to actively engage audiences. Bring a module from one of your courses so you can immediately apply Facilitation for Trainers course strategies to your material and gain valuable feedback! Customized tools and structured practice sessions allow participants to improve presentations and deliver material using a format that achieves greater understanding and skill transfer. Participants will learn just what it takes to make their own courses practical, dynamic, and interactive!

LEARN HOW TO:

Transform training skills by:

- Designing training that engages any audience
- Addressing different learning styles
- Making training stick
- Inviting audience participation
- Managing the group's energy
- Redirecting dysfunction
- Using facilitation techniques for effective engagement
- Delivering training that achieves results

IDEAL FOR:

Training managers, independent trainers, subject matter experts called on to relate information, human resource managers, volunteer trainers, consultants, and anyone who frequently or occasionally leads training sessions and desires to increase their ability to powerfully influence group learning.

DURATION:

3 Days

OBJECTIVES:

- Define the role of the trainer and the difference between training and education
- Identify what makes for a great training session that delivers results
- Describe the underlying dynamics of session design
- Know how to plan an effective training session
- Understand the four basic learning styles and how to develop training around them
- Develop best practices related to teaching adults
- Build customized toolbox of engagement strategies
- Know how to react in the moment
- Practice and receive feedback on using these best practices with participant's own material
- Develop a plan for updating or incorporating the techniques in their existing training curriculum

AGENDA

DAY 1

Openings
 Getting Started
 What Delivers Results
 Designing for Results
Practice Session
 Delivering for Results
Practice Session

DAY 2

Review
Practice Session
 Delivering for Results
 (continued)
Practice Session

DAY 3

Review
 Choosing What Sticks
 Managing Energy and Bonding
Practice Session
 Managing Dysfunction
Practice Session
 Close

WHY THIS COURSE?

Experienced trainers have no doubt at one time or another found themselves standing before a class whose group dynamics are all over the board. Charged with the task of training them on specific subject material, trainers sometimes struggle with regaining control of the situation. Everyone has an opinion, ideas have to be handled; varying learning styles must be taken into account and information and questions are being thrown at them from the multiple teams represented. How do trainers handle the situation in an efficient, effective, and enthusiastic manner?

Facilitation for Trainers begins with each participant's current training level, whether expert or novice, and powerfully transforms their expertise in a way that revolutionizes the way training instructors engage their classes, manage dysfunction and raise energy in a room.

In this course, veteran and beginning trainers learn strategies for developing or updating training techniques that are practical, dynamic and interactive. Learn how to: keep everyone engaged in the class; manage dysfunction and raise the energy in a room; handle various group responses without reducing participant enthusiasm for contributing; gather both usable and unusable group information—and learn a process for what to do with the unusable!

While facilitation and training roles share a number of similarities, Facilitation for Trainers is specifically designed to further the professional development of training leaders. This is accomplished by focusing trainers on leading vs. running effective meeting sessions.

Expert trainers understand that if their audience doesn't buy into the materials presented, the training session is a loss. Facilitation for Trainers provides a specialized toolbox of cutting-edge methods designed to transform the way audiences receive and apply training class material.

Learn to use effective facilitation skills that make sessions even more engaging! Participants are encouraged to bring a module from one of their courses, test and redesign it and complete the course having incorporated strategies and techniques they can implement right away.

WHAT IS COVERED?

This course thoroughly explores pre-session planning in detail and delves into the dynamics great leaders employ during every training session. Highlights include:

1. Learning Objectives – Understanding what success looks like. Explore the question: If I walk out of this training session confident that it was overwhelmingly successful, what occurred from both a content and relationship standpoint?
2. Who – Knowing your audience including their potential reactions to the materials. How could they be impacted? How might they use the training in their everyday lives?
3. What – Understanding the content of the learning session: key messages versus subtle points, how the material integrates and fits together, and what information must be presented and/or discussed in order to achieve the desired outcome.
4. How – Understanding session processes that: support the preferred outcome; encourage levels of thinking that reach the desired outcome; build relationships; create back-up processes if the intended process is not effective; fit the material to the audience; and create metaphors or stories that work for your specific audience.
5. Deliver – Delivering content in a manner that works for the objectives, the participants, the materials, and you.
6. Watch – Knowing what to watch for as the learning session unfolds.
7. Adjust – Adjusting sessions when necessary to achieve the outcomes you desire.