TRAIN THE TRAINERS

Duration: 2 days

Programme dates:

Hilary Term 2018

Wednesday 7 March, 9.30 – 4.30 pm
Wednesday 14 March, 9.30 – 4.30 pm

The programme is aimed at staff who are:

- currently required to design and/or deliver training as part of their role
- likely to be on grade 5 or above
- currently employed by the University or by a college of the University and are likely to be in that post or a similar management post for at least six months after the course ends.

Programme outline

The workshops are a week apart. Day one will involve theory and some practice. Between the two workshops, you should make time to prepare a short extract from a training session on a topic of your choice. You should come to day two ready to deliver your short session.

By the end of the course you will have:

- an understanding of how people learn and how to adapt your training for different learning styles and situations
- practised designing and delivering an engaging training session
- mechanisms for checking that learning is happening
- tips and techniques to enhance your communication skills in a training room
- the chance to hear feedback from peers and the presenter and to support others in the group by offering feedback yourself.

In your application you should ensure that you do the following:

a) give brief information on the challenges of your role, where you feel you are confident and what you think you need to do differently or better
b) link what you want to learn to the content of the course (see course outline below)
c) ensure that your manager or supervisor agrees that you can attend and is willing to support you to embed what you learn in the workplace.