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The Occasional Trainer

For many people, having to deliver training sessions to colleagues or customers as part of their professional role can be difficult and often unsuccessful. Even those who may be used to practical training can find the more formal training session a little daunting.

This course is designed for those who need to develop skills in presenting lively training sessions and who require to create good learning experiences for individuals and groups.

Course Content

Understanding the learning process
Analysing Training Needs
Who, Where and When to train
Using effective training aids
Constructing a training session
Presentation techniques
Motivating the learner
How to get give and receive feedback
Exercises
Preparing for practical training on Day Two (if required)

Day Two (Optional)

On day two, the delegates will conduct a training session lasting approximately 20 minutes. This will have been prepared overnight to ensure delegates participate fully.

Each session will be assessed by the delegate group.

The two day course is, by its nature, a 'hands on' experience that has proved successful and enjoyable for delegates at all levels in both commerce and industry where senior staff and management have no formal tutoring or presentation experience.

Suitable For:

Anyone who needs to pass on knowledge and skills in a professional way that is easily understood and retained by the trainee.