

LEARNING AND DEVELOPMENT PROGRAMME FOR THE PUBLIC SERVICE



COURSE:

i *Train the Trainer Programme*

OVERVIEW

i Although it may appear to be simple, conducting a training session requires specific skills and knowledge of how people learn. Trainers who have taken the time to consider their own approaches, understandings, and skills will be better equipped to provide comprehensive, active and effective training courses.

This training program provides the groundwork for trainers to begin developing and refining their training and facilitation skills using a variety of methods to deliver the best learning experiences and improve learner engagement and retention. Over time, trainers will develop their practical skills further because of this course.

The Objective

- i** By the end of this training course participants will be able to:
- Explain the different attitudes, skills, and knowledge a professional trainer needs to be successful.
 - List the roles and responsibilities of a professional trainer.
 - Explain the importance of the seven characteristics of outstanding trainers.
 - Explain how adults learn.
 - Identify the three most common learning styles and select appropriate learning strategies to accommodate each style.
 - Use Neuro-linguistic Patterning techniques to engage learners.
 - Determine if a performance issue is a genuine training need or not.
 - Determine whether to design training materials in house or purchase off the shelf materials.
 - Write observable performance training objectives.
 - Identify appropriate training methods.
 - Get training sessions off to a good start.

- Use introductions and summaries to reinforce learning.
- Facilitate activities, role plays, and icebreakers.
- Use their body language and voice tone effectively.
- Identify tough participants and use appropriate techniques to manage them.
 - Explain how Gen X and Gen Y Generations prefer to learn.

Target Participants

- i** This course is aimed designed for **twenty (20) Public Officers at the Grade G** and above who present or have been identified as Officers responsible or capable of conducting training.

Duration

- i** The course is slated for 2 Days

Method of Teaching

- i** Face to Face

Tutor

- i** JARIC St. Vincent

Course Date

- i** **25th to 26th May, 2023**

Course Application Deadline

- i** **18th May, 2023**
Download the Application Form, complete and submit it to the Public Sector Reform Unit, Ministry of the Public Service, Consumer Affair and Sport, 2nd Floor Ministerial Building, Kingstown.