



# Corporate Coach Group

Training that transforms



Training Plan  
Train the Trainer

## A Training Plan for Your Organisation

### What is the purpose of the training?

The purpose of the training is to initiate a process of rapid improvement, by means of achieving a shared understanding of the correct knowledge and skills that we need to employ, if we are to achieve our stated goals.

### Train the Trainer Course Summary

Your managers must know how to effectively train others; to pass-on important skills, knowledge, and information.

Training people requires that you master some specialised communication skills.

Communication may be defined as “A transfer of information and emotion, from one mind to another”.

This one day “Train the trainer” course will teach you how to present your message without causing any loss, confusion, error or omission, in the minds of your listeners.

We will teach you how to transfer knowledge quickly in a constructive, organised, interesting and entertaining way.

This unique course will empower you to get the best results possible from any training situation.

### Learning Outcomes for this Train the Trainer Course

- Improve the technique of all trainers
- Eliminate common errors and replace them with correct knowledge and skills
- How to motivate learners
- How to make information more understandable and “memory friendly”
- The proper use of language, voice tones and body language
- The use of illustrative examples
- Physical involvement – Active learning
- How to use repetition
- How to never overwhelm an audience with too much information
- How to gain learners 100% attention and focus

### Customer Review

“ Very informative training. Diagrams and plans will be very useful, as will the decision matrix in helping me to keep focused on my goals and maintain a positive mental attitude. The presenter was also extremely engaging, fast-paced but clear, good interaction and would definitely recommend this course to others.

*Mike Lockton  
FWJ Legal Limited*

## Train the Trainer Course Details

### Morning Session

On this course people learn the Principles of Successful Training.

#### **How to Motivate People.**

Trainers must motivate learners to want to learn.

1. We must answer their question - So what?
2. We link our training information to learners' personal benefit.
3. We explain how our training is structured.

#### **How to make training more understandable:**

1. Define all your key terms
2. Make each idea, clear and distinct.
3. Make the links between ideas obvious

#### **How to make training more memorable**

1. Illustrate each key point with true life examples.
2. Involve your audience – If you don't involve them, they will drift off
3. Give your audience lots of things to do.

#### **The Proper use of Words**

- Words: - Accurate language is crucial to success.
- Speech habits good trainers always use.
- Speech habits good trainers never use.
- The use and abuse of humour in training.

#### **The proper use of Voice tones.**

1. Volume: How loud should trainers speak.
2. Pitch. High or low pitch?
3. Pace: How fast?

### **The Proper use of Body language.**

1. Eye contact
2. Body posture
3. Hand and arm gestures.
4. Facial expression.
5. Dress code.
6. Movement or static, seated or standing?

### **The Magnificent Seven Training Techniques**

1. Preview and review: Let people know what's coming.
2. Mental association: Good trainers use Memory Techniques.
3. Visual aids: How to best use illustrations, images, pictures and diagrams.
4. Physical involvement: Some people are active learners.
5. Simplification: Sometimes it is useful to first show the simpler forms before you show them advanced elaborations.
6. Summing-up: Periodically sum up and review what you have covered so far.
7. Repetition: They must hear it more than once. Repetition is the mother of learning.

### **How to put this theory into your practice:**

- Select a sample of your material
- Demonstrate example
- Feedback from colleagues

### **Summary and final action plan**

### Customer Review

“ The course covered a lot of topics which were well explained, with good examples that kept all of the delegates engaged in the course right to the end. Lots of ideas that need to be applied to my day job. The trainer was able to control the delegates well. Many large and different personalities in the room so not an easy job. The use of the flip chart, projector and laptop was good. Overall a great day.

*Sue Durnall  
Acora*

## Training Costs / Investment

### Bespoke In-House or Live-Online Course

£2,150 + VAT per training day, (8 – 16 delegates)

Plus, travel and hotel accommodation for trainer if needed (Premier Inn type)

*International Price Varies*

In-House training has been designed to provide a similar experience to our open courses, however we can tailor the content to fit your specific needs.

We are able to train in your timezone.

### All our training includes:

- A full day of quality training, delivered by an experienced trainer
- Total of 6 CPD training hours (usually 9am - 4.30pm), plus an additional 2-3 via post-course online independent learning
- Full course training workbooks
- Training certificate
- Access to additional free training material after the course via our post-course portal
- 3 months free telephone coaching: Whilst you are implementing what you have learned, if you need to, you can contact us for support and guidance

### We suggest the following plan of action:

Please send to us:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts.
3. The next step you would like us to take.

Thank you.

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## Customer Reviews

“ The course content was very useful for my job role and the situation I am in at the moment at work. Actually, the course was helpful not just for my work, but also for my personal life. The trainer was very clear, kind and positive. It was great!

*Carine Vargas  
IMImobile*

“ This was just the right amount of content for the time available. Some useful models and practical strategies for better managing time and productivity. The trainer had excellent rapport and pace. A good amount of examples were given.

*Andrew Vickers  
Aston University*

“ The course content had very constructive ideas. I have learnt plenty in relation to managing my time, as well as my emotional well-being in work. The workbook was also informative. The trainer's presentation was great. Enjoyed the day.

*Suzanne Eastwood  
LDF Operations*

“ The course was very educational. Lots of information with clear objectives. I liked the course handbook as I can digest at home. The trainer presented very well, with good humour. Very clear views on positive attitude and time management.

*Alistair Mann  
Panztel*