



Specialised



Train the Trainer



3 Day Course



Classroom or Virtual Blended Training



Accredited Course

Aligned to Unit Standards 117871 (10 credits) and 115789 (5 credits) in the ODETDP Qualification.



About the Course

 **Classroom:** R 10, 500 Excl. VAT | **Virtual Training:** R 9, 500 Excl. VAT

An expert trainer is someone who can engage and capture the attention and imagination of their audience and make learning easy and enjoyable.

Expert trainers seem to effortlessly turn theory into usable skills, information into practice and their delegates into motivated, empowered and fired up employees. They assess the needs and learning styles of their delegates; tailor their training delivery to ensure learning is achieved and no one is left behind.

This practical 3 day **Train the Trainer** course is designed to help you make your training sessions come alive! You will acquire and practice key facilitation competencies, ensuring that you capture and retain your learners' attention, and impart knowledge in a practical and outcomes-based manner.



[View Public Dates](#)



3 Days



Accessible from any Location on any Device



Certificate of Attendance



Course aligned to Unit Standards 117871 (10 credits) and 115789 (5 credits) in the ODETDP Qualification.
Unit Standard Assessment is optional but charged an additional fee of R 1, 450 Excluding VAT per delegate.

What you will learn

This programme will introduce new and existing trainers to the essential elements of facilitating outstanding training interventions. We turn trainers into professional, polished facilitators. This practical course allows trainers to rediscover, improve and refine their presentation skills. Immediate feedback is provided to delegates.

Trainers will also get some insight into developing outcomes-based training courses. We follow a holistic approach in this programme, whereby we look at some relevant training legislation, course development, training preparation, presentations and after-training support.

Topics include the following:

- Latest developments in training and training and development related legislation
- Conducting an accurate and intuitive training needs analysis
- Optimising the learning process
- The various available tools to enhance your facilitation technique
- Delivering inspired, memorable and ultimately, successful training
- Dynamic presentation skills for trainers

Who should attend

Train the Trainer is beneficial to professional trainers, consultants and those who train now and again. It is also suitable for anyone who trains individuals or groups. Whether you are responsible for educating staff in developing new skills, behaviours or business processes, this course is for you!

Previous delegates include: Administration Officer, Application Engineer, Assistant Designer, Catering Manager, Commercial Assistant, Development Facilitator, Equipment Support Trainee, Head Of Sales, Human Resources, Marketing Manager, Mining Manager, Organisational Development Support Consultant, Operations Officer, Product Trainer, Regional Chef, Senior Training Officer, Technical Director, Technical Trainer, Trainer, Training Coordinator, Training Instructor, Training Manager and Training Officer.

Course Programme Agenda

This course is based on the latest thinking in delivering winning training presentations and is aligned with all the required NQF requirements.

The delegates will be encouraged to examine their current facilitation and presentation skills and identify potential areas for improvement. Additional benchmark skills are provided which will help delegates to be more confident businesspeople in general – therefore adding value to individual development.

The facilitator will use an experiential learning approach as this is aimed at maximising the learning experience. Delegates are participants, not audience members. In this programme they will be encouraged to think about preferred practices and be given ample time to implement their new skills.

Training Legislation and Training Administration

- Discuss the latest relevant training legislation (especially with regards to NQF and SAQA)
- Understand the role of Human Resource Development in the organisation and where training fits into this role
- Describe how a successful needs analysis should be conducted
- Brainstorm ways of marketing training in the organisation
- Describe the basics of course development
- Understand the importance of outcomes-based training
- Structure and plan their training sessions
- Understand the importance of logistics in training
- Describe how effective training administration should be dealt with.
- Discuss the latest relevant training legislation (especially with regards to NQF and SAQA)

Communication - the Basic for Facilitation

- Know the definition of communication
- Know and understand the three different forms of communication and their uses in the training environment
- Explain how to identify the needs, wants and expectations of learners
- Know what to do to improve their ability to communicate and to “read” people
- Explain the importance of listening during facilitation

Presentation Techniques

- Understand that first impressions last
- Understand the importance of determining a training objective
- Identify the target audience
- Structure their presentations in a logical manner
- List visual aids and their uses
- Assess their own presentation styles
- Explore the concept of “thinking on your feet”
- Describe ways of overcoming nervousness
- Practise the use of their voices and non-verbal language

Creating Interactive Learning

- Describe the importance of feedback, checking understanding and interactive learning
- Explore various methods to enhance training sessions
- Explain what is meant by experiential training
- Describe how to ensure that organisational objectives and training objectives are aligned
- Brainstorm ways to assess delegate’s growth and improvement during and after training
- Understand the important elements of training reports
- Know the importance of ensuring that the facilitator’s own skills and knowledge are always updated.
- How to assess training outcomes and implementation

Putting it Together – Key Facilitation Skills

- Discuss techniques to generate discussion and group participation
- List some group learning principles
- Put themselves in the shoes of the learners
- Using feedback as a powerful training mechanism
- Explain how to use problem-solving techniques to good use when facilitating groups
- Describe how to facilitate a useful role play
- Understand how to deal with “sensitive” learners
- Do some troubleshooting – how to deal with “difficult” groups
- Brainstorm how to make the most of their training sessions

Training Presentations

- Delegates will have to present at least two training “sessions”. They will have to prepare for their presentations on Day 2 and 3. The facilitator will give immediate feedback that will enable delegates to improve their facilitation immediately.

Comprehensive feedback on all the delegates’ performance will be provided.



Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

*Classroom training (Johannesburg only) and Blended / Virtual Training (nationwide) is available.



Onsite / In-House Training

Have a group of delegates and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

*Classroom training (nationwide) and Blended / Virtual Training (nationwide) is available.

Blended training is available on these popular platforms:



Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Staff can Earn Credits towards a Qualification*



Provides a Great Networking Opportunity

Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email cassidy@cbm-training.co.za. Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



Interested? Here's the Next Step



SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

Work out a Cost Estimate

Request a Quotation



HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent *(available during business hours only)*.

Alternatively, call us on +27 (0)11 454 5505 or email info@cbm-training.co.za.

ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH

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