

# MANAGEMENT CIEH PROFESSIONAL TRAINER



## Course Objectives

- To gain an understanding of methods of completing instructional training
- To be able to develop an instructional training session
- To recognise the importance of effective communication and the establishment of good working relationships in instruction
- To gain confidence and be able to instruct knowledge and job techniques

## Location:

NLT Training or employers premises if suitable

## Duration:

Duration  
3 Days

## Designed For

Any person involved in carrying out on-the-job training

## Course Content

### Day 1

#### TRAINING NEEDS AND OBJECTIVES

- Importance of SMART Objectives
- Setting personal goals
- The Training Cycle
- Factors that influence learning

#### LEARNING STYLES AND PREFERENCES

- Individual Learning Styles – 4MAT
- Stages of Learning

#### TRAINING SKILLS

- Individual Learning Preferences
- Audit of Training methods

### Day 2

#### TRAINING SKILLS

- Practical Work

#### TRAINING STRUCTURE & DESIGN

- Mind Mapping
- Practical use of 4MAT system
- Individual Session Planning

#### TRAINING STYLES & COMMUNICATION

- Relaxation and preparation for speaking
- Body Language
- Voice Work
- Use of personal stories

#### TRAINING ASSESSMENT

- Methods and Purpose
- Action Planning

#### ARRANGEMENTS FOR PRACTICAL ASSESSMENTS

- Timetable for individual presentations and peer assessments
- Checklist for assessed session
- Preparation advice

### Day 3

#### ASSESSMENT SESSIONS

#### REVIEW & CONCLUSION

- Personal Action Plans
- Programme Evaluation

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