

Train the Trainer - 1 day

Overview

It's easy to assume that because someone is technically competent in their role, they will be able to teach others. Often training is seen as the transfer of knowledge and information from one head to another resulting in the trainer imparting their knowledge and the trainee simply overloaded with information. Good training enables many to become actively involved rather than passively absorbing information, and provides the skills and knowledge together with the confidence to use them.

This highly interactive course equips trainers with the skills needed to engage trainees. You'll learn tools and techniques through group and individual work, using practical application of the course content to a training programme you have developed or are planning to develop. You'll therefore leave with a plan of how to design and deliver a current training programme.

This course can be adapted to include more practice for the delegates or introduce relevant background content for the pharmaceutical trainer i.e. techniques for enhancing technical and SOP training, training systems and records and trainee assessment. It can also include videoing the delegates delivering a training session, if this is desired.

Course Objectives

By the end of the course delegates will be able to:

- Ensure training meets the needs of the learner and the organisation (as well as any regulatory requirements)
- Devise or review an objective for their practice training session using a behaviour, condition and standard
- List the essential skills for a pharmaceutical trainer
- Explain how to structure and deliver training to engage trainee learning styles and recognise their own learning style preference
- List the key factors in structuring the content of their training
- Describe the points to consider in selecting the environment for their training (if applicable)
- Produce a brief plan for a new training session or improvements to a session they have already delivered
- Consider how they will evaluate their training and assess trainee competence

Topics

- Identifying the training need - what is the problem you would like to solve and is training the answer?
- Setting your training objectives - what do you want your trainees to be able to do following the training? Being clear on what is required and what you will deliver.
- Designing the training
 - The learning experience
 - How adults learn
 - Making content appropriate and relevant for your audience
 - Balancing information vs. participation
- Delivering the training
 - Delivery methods
 - How to get the trainees on board
 - Keeping trainees engaged in their learning
 - Your style as a trainer
 - Questioning and listening skills
 - Dealing with challenging learners
 - The learning environment, equipment and logistics
 - Handling nerves and increasing confidence
 - Assessment and follow up