

TRAIN THE TRAINER WORKSHOP

Course Code: 101096

This course provides instruction, coaching, and feedback to prepare you for either physical or virtual training facilitation.

Professional trainers produce professional results. This 3-day instructor-led Train The Trainer course will provide you with a solid foundation of skills and knowledge of process of learning, the role of the individual trainer and issues of importance when working with groups. Our Train The Trainer 3-day Workshop provides instruction, coaching, and feedback to prepare those who deliver training, including full-time trainers, subject matter experts, supervisors, and managers, either in a classroom (physical or virtual) or on-the-job setting. Keys to our Train The Trainer Workshop include:

- Skilled modeling of adult learning principles and delivery techniques, including how to help adults learn and remember, processing and facilitation techniques, classroom set-up and management, and handling difficult participant situations.
- Researched, up-to-date and well-designed program and materials that are mapped to the professional competencies, performance, and Instruction.
- The application of a client's own content throughout the program and for any final skill demonstration project.
- The opportunity to receive both facilitator and peer feedback and coaching.

What You'll Learn

Upon successful completion of the Effective Time Management Training course, you will be able to:

- Understand learning styles
- Understand the learning cycle
- Understand the learning curve
- Define successful training
- Use the skills of expert trainers
- Use body language
- Use visual aids
- Plan a training event
- Maintain professional behaviour
- Place questions and handle questions from the students
- Understand the needs of adult learners
- Use control techniques
- Handle students

- Fix problems
- Identify stages in the group life cycle

Who Needs to Attend

Teaching professionals or anyone wanting to become a professional facilitator.

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VIRTUAL CLASSROOM LIVE

\$2,715 CAD

3 Day

Virtual Classroom Live Outline

Learning Styles: General Descriptions

- Activists
- Reflectors
- Theorists
- Pragmatists

The Learning Cycle

- Aims
- Objectives
- Purpose
- SMART Objectives

How Master Trainers Get That Way

- Accepting Difference
- Using Silence
- Knowing When You Do not Know
- Cultivating Variety
- Endurance and Openness

Communications

- Body Language
- Reference Systems Indicators

Visual Aids

- Designing Visual Aids
- Making Technical Courses Relevant
- Clarity of Explanations
- Use Your Imagination!
- Making Courses Interesting

How to Plan a Training Event

- Setting the Stage
- Preparing the Delegates in Advance

- Rehearsal

Trainer Conduct and Control

- Prepare
- Keep to Time
- Look and Act Professionally
- Use Eye Contact
- Speak Clearly
- Stand Well

Questioning Technique

- Placing Questions
- Handling Answers
- Dealing with Questions
- Questions to Avoid

Ways of Working With Adult Learners

- Control Techniques
- The Four Most Common Problems

People Handling

- Good Delegates
- Poor Delegates

What to Do When Things go Wrong

- Fixing Problems
- Groups
- Stages
- Issues in Group Life Cycle

Jun 3 - 5, 2026 | 10:00 AM - 3:00 PM EDT

Aug 25 - 27, 2026 | 10:00 AM - 3:00 PM EDT

Nov 17 - 19, 2026 | 10:00 AM - 3:00 PM EST



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PRIVATE GROUP TRAINING

3 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

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