

Description

There are several reasons to provide train-the-trainer training. The company will expand its pool of qualified training providers without having to hire more full-time trainers. People selected to learn how to train others are typically subject matter experts who only need a little extra instruction in how to effectively impart their knowledge. Employees will receive necessary training in a shorter timeframe because more trainers are available. Since the new trainers also have other job duties, they're familiar with day-to-day operations, and they become a reliable source to identify future training needs in the organization.

This training program will introduce the trainees to effective training techniques.

Objectives

After your training program, the trainees should be able to:

- Describe the benefits of train-the-trainer programs.
- Give examples of situations where training would be an effective remedy.
- Discuss how adults learn.
- Outline how training sessions are planned.
- Give examples of good presentation techniques.
- Demonstrate how to complete a training record.
- Explain the benefits of training evaluations.

Audience

Employees who have been selected to provide training as a collateral duty can benefit from instruction on how to plan and present training programs.

Requirements

There are no regulatory requirements to provide trainers with instruction on how to conduct training programs.