

ATKINSON
HR consulting

Trainers' Masterclass



OPEN COURSE OUTLINE

2 DAY WORKSHOP

Trainers' Masterclass

This two-day workshop provides the tools to help trainers transform their content into memorable sessions with lasting impact.

ABOUT THE COURSE

Talented colleagues are often provided with training responsibilities without much support in understanding how people learn. We know that being a great trainer is about having the skills to be able to create memorable experiences and bring content to life, encouraging continued learning and making sure your training has an impact back in the organisation.

This two-day course will give you the tools to understand the needs of your organisation and facilitate meaningful training that empowers people to use their new skills at work. It will also give you the confidence to decide when other approaches might be more appropriate.

WHO WILL BENEFIT?

The course is suitable for those who are new to the development and delivery of training, as well as those that have some experience but want to refresh and update their knowledge, including:

- Line managers
- Aspiring managers
- HR colleagues
- Senior leaders
- Volunteers and Trustees involved in training delivery

OBJECTIVES INCLUDE:

- Create a plan to uncover the needs of your organisation and individual colleagues
- Successfully apply principles of adult learning and accelerated learning to your training design
- Write meaningful objectives and evaluate whether learners have been able to meet them
- Develop awareness of your training style, and use tools to make it more effective
- Apply effective methods and techniques to your training, including games and digital tools

You will also have the opportunity to conduct a short group training session that gives you chance to practice your skills in a safe, supportive environment.

Agenda

DAY ONE

Introductions
Defining a successful training programme
What makes a great trainer?
How people learn
Using data to assess learning needs
The training process
Facilitation methods
Designing a learning sequence
Adding games

DAY TWO

Creating a learning environment
Presentation skills
Overcoming challenges
Training presentations
Evaluating impact
Wrap up and close

YOUR FACILITATOR

Eleanor Walker



Eleanor has over 7 year's experience in the design, delivery and evaluation of both digital and face to face training programmes across the UK, Europe, US and Asia. She is certified in Training Design, Delivery and Learning Needs Analysis, and is passionate about creating engaging and memorable learning experiences that deliver real impact in an organisation.

Event Details

What's Included?

- Course Workbook and Handouts
- Lunch and refreshments throughout the 2 days
- Access to our back channel of curated resources and tips for trainers
- E-mail and telephone support from the trainer after the course

Start/End times

Start: 9:30am

Finish: 4:30 to 5:00pm

Require accommodation?

Upon booking, we will send out all of the joining instructions to you and contained within this will be recommendation of local hotels for participants who need to stay overnight.

Next Steps and Booking Questions/Queries

Call: 07487 254 697

E-mail: eleanor@atkinsonhrconsulting.co.uk

[Book online](#)



WHEN

Tuesday 18th **and**
Wednesday 19th February 2020
(course is 2 full days)

WHERE

The Union
21 Higher Cambridge Street
Manchester
M15 6AD

PRICE

£295 (plus VAT) per delegate