

# **Train the Trainer Skills**

## **Course Description and Agenda 2021**

### **Course Description**

In this highly interactive course, professionals discover and leverage the characteristics of exceptional trainers. Topics include fundamental presentation techniques, understanding the audience and environment, using structure to select, design and deliver your message, engaging the audience, dealing with nervousness, using questioning and responding techniques, managing audience behavior, using visual aids, and tips for co-presenting.

### **Recommended Knowledge and Experience: None**

### **Advance Preparation: None**

### **Recommended CPE Credit: 8 hrs.**

<b>Credit Hrs.</b>	<b>Fields of Study</b>
8	Communications and Marketing

### **Major Topics and Learning Objectives**

#### **Introduction – .5 Credit (Communications and Marketing)**

- List and explore the characteristics of effective trainers

#### **Essential Trainer Skills – 7 Credits (Communications and Marketing)**

- Use proven techniques to organize and deliver effective and engaging training including:
  - Fundamental presentation techniques
  - Understanding the audience and the environment
  - Structuring your message
  - Using the mind, body, face and voice to bring your presentation to life
  - Dealing with nervousness
  - Using visual aids
  - Using questioning and responding techniques
  - Managing audience behavior
  - Tips for co-presenting

**Summary: Best Practices – .5 Credit (Communications and Marketing)**

- Identify best practices
- Share insights with fellow participants
- Create action plan for future training assignment