

## **Train the Trainer:**

2 day classroom sessions are delivered over a total 14 hours, delegates will complete tasks during the sessions to show learning and understanding. We can of course base topics around any specific development areas identified during the TNA with the employer.

To understand and apply Training principles, including the role of Trainer and the importance of setting out and preparing sessions, understanding the teaching cycle, covering teaching styles, promoting inclusiveness, motivating learners and the importance of record keeping. The confirmation of understanding will be a completed lesson plan based on a topic of the candidate's choice and the delivery of a Micro Teach based on the lesson plan.

## **Day 1: Topics covered will include the following to prepare for candidates to have a good understanding of how a lesson should be covered and how to put together a lesson plan to then be able to start to write their own lesson Plan**

- **Icebreakers**

Introducing learners to the course, the importance of Icebreakers and how these are used to get sessions started and put learners at ease at the start of any course. How this can be used to identify differences in the learners and then how these can be used to ensure learning is given to all levels of skills Knowledge and behaviours. Candidates will be asked to prepare and deliver a short Icebreaker to be able to understand and demonstrate the value of the Icebreaker.

- **Learning and teaching cycle**

Candidates will learn the different stages of the learning cycle and how these fit together to give an overall teaching experience for the learner. There will be an introduction to lesson plans and the importance of these to aid in the teaching of any session to standardise the delivery of the training. Candidates will also be guided through the importance of continuous improvement of the lesson plans and how they can be used to create a personalised learning plan for each group of learners.

- **Learning and teaching strategies**

During this section candidates will learn about the 3 different learning styles, how to use different learning styles to create a diverse learning experience for sessions to maintain interest and how these can be written in to lesson plans, they will be given the opportunity to identify their own learning style.

- **Inclusive learning**

Candidates will be given the basics of inclusive learning following on from the learning styles and how the different characteristics of Equality and Diversity will aid them in developing lesson plans to maintain the interest of learners through the most difficult topics and remove the barriers of learning, so the learning is inclusive throughout.

- **Lesson Plans**

For the rest of the time at the end of the session Candidates will use this time to start to write the lesson plan for the Micro Teach they will be asked to deliver the following day. Support will be given through this so the candidate can gain the understanding of how to write these with teaching and learning terms to benefit the learning cycle, inclusive learning and learning styles.

**Day 2: Candidates will follow on from day 1 by learning techniques to motivate learners and why it is important to keep good records when training. Once this is completed Candidates will then be asked to complete a 10 min micro teach to the group.**

- **Motivating learners**

Candidates will be guided through the different ways to keep learners' interest through sessions using the tools they have learned from day 1. They will be asked to reflect on courses they have attended in the past and discuss what worked and what did not. Candidates will also be asked to reflect this in the lesson plan for their micro teach.

- **Assessments and record-keeping**

Candidates will learn the importance of record keeping, what the different types of records they will need, why this is essential for assessment recording, and how these fit within the teaching cycle to be able to continuously improve the teaching of all future sessions.

- **Micro Teach**

Candidates will then be given time to produce a Micro teach presentation to be delivered to the group based on the completed lesson plan. Support will be given with the presentation software so the candidate will be able to demonstrate the understanding of what has been learned over the 2 days of the course. If required other members of the management team may come to the presentation depending on need and availability. Feedback will then be given to the group both peer and trainer led and discussion on the completed course.