

Human Resources

Train-The-Trainer Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations for Each

Module Three: Gathering Materials

- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps

Module Four: Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- A Take-Home Template

Module Five: Choosing Activities

- Types of Activities
- Creating a Tickle Trunk
- What To Do When Games Go Wrong

Module Six: Preparing for the Workshop

- Creating a Materials List
- Gathering Participant Information
- Setting up the Physical Location

Module Seven: Getting off on the Right Foot

- Greeting Participants
- Being Prepared
- Using Icebreakers

Module Eight: Delivery Tips and Tricks

- Using Visual Aids
- Creating Supporting Materials
- Gauging When It's Time For A Break

Module Nine: Keeping it Interactive

- Encouraging Discussion
- Using Group Work
- The Power of Post-It Notes

Module Ten: Dealing with Difficult Participants

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions

Module Eleven: Tackling Tough Topics

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues in the Workshop

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations