∞ goskills

Train the Trainer

GoSkills online course syllabus

Skill level
Beginner

Lessons
25

Accredited by
Verified by GoSkills

Pre-requisites
No prior experience needed

Video duration
1h 33m

Estimated study time
6h

Instructor
TJ Walker

Train the Trainer Basics

1 How to Get Trainees to Care About Your Subject

This lesson focuses on engaging trainees by setting clear goals, addressing their interests, and establishing credibility through valuable, tailored training.

2 Turn Something You Love Into a Memorable Experience

Trainers should use their passion for a subject to craft engaging and memorable training sessions that enhance learning retention through interactive and practical techniques.

3 Leverage the Power of Video for Training

This lesson explores the impactful use of video in training sessions to enhance engagement and effectiveness, allowing trainees to visually review their performance and gain concrete insights.

4 Effective Training Requires More Than Speaking

Successful training involves more than just delivering spoken content. This lesson highlights the need for interactive elements, multimedia, and active participation to create engaging and memorable learning experiences

5 Using Assessment to Evaluate Trainees - and Yourself

This lesson focuses on the importance of assessments in training, demonstrating how to effectively evaluate both soft and hard skills, and explaining how this process helps validate and improve the training effectiveness and the trainer's approach

Planning Your Successful Training Experience

6 Preparation is Essential for Training Success

This lesson emphasizes the importance of detailed preparation and checklists to ensure effective training and optimal learning environments.

7 Sending the Pre-training Email

Establish clear training objectives, outline homework, and provide additional resources before the training even starts.

8   The Critical Pre-training Conference Call

The lesson highlights the significance of a pre-training conference call in setting clear expectations, fostering engagement, and preparing trainees.

9   Use Homework to Prepare Trainees

This lesson explores the benefits and strategies of assigning pre-training homework, particularly the use of video recordings, to enhance trainees' engagement and self-awareness.

10   The Value of an Agenda

A clear, written agenda for training sessions manages expectations and structures the day effectively, enhancing participant engagement and satisfaction by outlining key timings and activities.

11   Break the Ice Before Training Begins

This lesson highlights the effectiveness of informal pre-training meetings, like dinners, in easing trainees' nerves, enhancing their comfort, and establishing a rapport that facilitates a more productive training session.

The Nuts and Bolts of Training

12   Setting Up Your Room and Technology

This lesson highlights the importance of advanced preparation, including room setup and technical checks, to ensure a smooth and professional training session.

13   Comfort is a Basic Training Need

Managing the physical comfort of trainees is essential to enhance focus and participation in training sessions. This includes room temperature, seating arrangements, and scheduled breaks.

14   The Importance of a Seating Chart

This lesson explores the significance of seating charts in training environments, showing how good seating can make everyone more involved, reduce phone-checking, and make the whole experience more interactive and fun.

15   Keep People Moving

Incorporating movement and breaks into training sessions is crucial because it maintains energy, improves focus, and enhances participation by breaking the monotony of long sitting periods.

16   Dealing with Phones and Distractions

This lesson shares effective strategies for managing distractions - particularly cell phone use - during training sessions to maintain engagement and ensure that the learning environment remains focused and productive.

How to Handle Questions During Training

17   Why You Should Rarely Hold Questions Until The End

This lesson emphasizes the importance of addressing trainee questions during the session rather than saving them for the end, highlighting that timely responses can clarify confusion, ensure understanding, and make the training more trainee-centric.

18 How Questions Create Opportunity and Engagement

This lesson highlights the benefits of encouraging questions during training, explaining how they foster engagement, provide opportunities for elaboration, and demonstrate the trainer's expertise, ultimately enhancing the learning experience.

19 How to Handle Tedious Questioners

If certain trainees frequently ask off-topic or lengthy questions, use these strategies to respectfully manage these interactions to maintain the focus and flow of the training session.

20 Confused Looks and Silent Rooms

What do you do when people look confused or when nobody asks any questions? Don't panic - use these strategies to encourage participant engagement and understanding.

21 Why Less is More

Effective trainers know when not to speak, allowing trainees to engage actively, which fosters deeper learning and retention rather than overwhelming them with constant information.

Establishing Yourself as a Trainer

22 Nobody Cares About Your Inexperience

Trainees prioritize value over experience, so new trainers should focus on delivering practical benefits that build confidence rather than dwell on their own inexperience.

23 Train Yourself Regularly to Improve Your Knowledge

This lesson emphasizes the importance of continual self-education for trainers, highlighting various methods to enhance knowledge and skills daily.

24 Use Your Skills to Your Advantage

Young, inexperienced trainers can leverage their unique skills and familiarity with modern technology and trends to offer fresh perspectives and gain credibility in their training roles.

25 If You Want to Develop Your Training Career

Be proactive about your training career if you want to see it grow. Creating content has never been easier and is a great way to establish yourself as a subject matter expert.

Go to GoSkills.com