4D Training

Train the IT Trainer

Who would benefit?

This one-day course is essential for those who have just been promoted to a training or coaching role or for those wishing to refresh their IT training skills. This course will improve the delegates ability to provide training on software products to less experienced users, either on a one-to-one basis or in a classroom.

Objective

This training course aims to give the delegate the skills to run an IT training course and deliver a training session successfully, The delegates will learn how to write and structure training, effective training practices; and body language and voice projection skills.

Content

- Working with different learning styles

- Strategies for overcoming barriers to learning IT skills

- How to write and structure an IT course

- Producing effective IT training materials

- Using IT training equipment, flip charts, overheads and handouts

- The importance of planning and timing

- Delivery skills maximising body language and communication

- How to keep the training interesting

- The importance of constructive feed back

- Group control and handling difficult trainees

- One to one IT training

- Presentation and communication skills

Duration

One day