

# TRAIN-THE-TRAINER workshop

Tuesday, May 22, 2018, 7:00am-3:30pm

Action Cleaning, 1668 Newton Ave. San Diego, CA 92113

*"Transferring skill and knowledge"*

## **Introduction:**

Why Is Train-the-Trainer Training Important?

It is important to realize that any trainer needs two separate sets of skills and knowledge.

First, they need to know the topic they are teaching (subject matter expertise).

And second, they need to know how to transfer that information to the student (instructional expertise).

This class is designed to provide effective instruction to people who know the content of a subject but are not professional trainers. Knowing content does not ensure effective knowledge transfer.

## **Course Purpose and Objectives**

The purpose of this workshop is to build upon your ability to train others.

At the completion of this lesson it is expected that all trainees will have the ability to:

Demonstrate four qualities of a good trainer

List four things to prepare for training

Create an effective learning environment

Use at least two types of classroom training media effectively

Use three participative training methods

Use vocal, verbal and visual skills to conduct an effective training class

**Target Audience:** All employees with training responsibilities

**Class Length:** 7 Hours