**TRAIN-THE-TRAINER**

***“Transferring skill and knowledge”***

**Introduction**:

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 that know the content of a subject, but are not professional trainers. ***Knowing content does not ensure effective knowledge transfer.***

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

**Topics**

* The Quality of a Good Trainer (Self-Assessment)
* Preparing for training
* Creating an effective learning environment
* Using classroom training media effectively
* Using participative training methods
* Demonstrating effective vocal, verbal and visual skills to conduct an effective training class

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

**Class Length:** 7 Hours