

TECHNICAL TRAIN THE TRAINER

Duration: 2 Days

Time: 9.00am – 5.00pm

Break: 10.15am – 10.30am / 3.15pm – 3.30pm

Lunch: 1.00pm – 2.00pm

Introduction

There is a serious lack in the provision of training for Technical Trainers nationwide. The Technical Trainers who are adept in their technical field are not well versed with the science training delivery. Technical Train the Trainer is totally focused on the training issues that are relevant to Technical Trainers.

How Will You Benefit

Upon completion of this programme, the participants will be able to:

- ✓ Be aware of the overall responsibilities of the Trainer.
- ✓ Initiate and plan a relevant training session
- ✓ Assess appropriate audio-visual materials
- ✓ Develop an atmosphere of cooperation and collaboration between participants
- ✓ Lead a training session confidently and professionally
- ✓ Facilitate pre and post training course materials and activities
- ✓ Discuss the characteristics of a competent trainer
- ✓ Explain adult learning principles and how training can be delivered effectively to adults
- ✓ Deliver a training session effectively

Who Should Attend?

Supervisors & Engineers who are expected to develop Technical Training Modules and carry out the in-house training of these modules effectively.

Key Content

Pre-test

Module 1: Essential skills

- Role of the trainer - responsibilities
- Communication skills
- Presentation skills
- Coaching skills
- Activity

Module 2: Fundamentals of adult learning

- Learning methods – 5 factors to consider
- Establishing a learning climate
- Dealing with difficult audience
- The art of questioning – how to find out operators level of understanding
- Activity

Module 3: Developing a Technical Training module & session

- Understanding your company & audience needs
- Work instructions
- SOP
- Breakdown details for clearer understanding of operators
- Setting tests & evaluation
- Cycle time studies
- Labor efficiency calculation
- Activity

Module 4: Adding fun, games & activities to create a lively program

- Types of activities
- Getting buy-in
- Using humor
- Quick & easy games during technical training
- Activity

Module 5: Delivering the course

- The difference between telling & training
- Visual aids
- Presentation tips – do's & don'ts
- Managing tough questions
- Scheduling breaks
- Evaluation
- Activity

Module 6: Drawing out an action plan**Post-test****Methodology**

- Interactive and action based.
- Evaluation of participant's presentation.
- Combination of short lectures, visual presentations, workshops, demonstrations, simulations and games.
- More emphasis is placed on workshops for experiential learning in a fun and easy manner.