



OBT

## OBT Course Outline

### 25. TRAIN THE TRAINER

<b>Main Aims and Key Benefits:</b>	<p><i>Training Your Team</i> and <i>Group Training and Briefing Skills</i> are prime examples of courses that are considered to be invaluable for supervisory and management development.</p> <p><i>Training Your Team</i> focuses on the practical skills required for training an individual or small groups of team members and is particularly useful when on-job corrective coaching is required.</p>
<b>Course Content:</b>	<ul style="list-style-type: none"> <li>▪ The benefits of training</li> <li>▪ Recognising situations where learning needs to take place</li> <li>▪ Points to consider when preparing to carry out on-job training</li> <li>▪ A structure approach to breaking down a task</li> <li>▪ The importance of question technique</li> <li>▪ Ensuring that the training session takes into account the ABC of Learning</li> <li>▪ How people learn and the barriers and aids to learning</li> <li>▪ Practical training delivery with individual feedback</li> <li>▪ Personal Action Plans</li> </ul>
<b>Training Methods:</b>	<ul style="list-style-type: none"> <li>▪ Presentations</li> <li>▪ Syndicate exercise</li> <li>▪ Group discussions</li> <li>▪ Role play training sessions</li> <li>▪ Individual feedback</li> </ul>
<b>Who will benefit:</b>	Assistant Bursars, Heads of Department, Senior Team Leaders, Supervisors
<b>Duration:</b>	2 days
<b>Certification:</b>	OBT and Progressive Training
<b>Training Provider:</b>	Progressive Training

