

# Training for occasional trainers

## On site or at a distance

*We sometimes need to give a lecture or train people at work.*

*In this case, it's important to be aware of the participants' needs and expectations and have the necessary tools, educational techniques and tips to be successful and feel comfortable at training.*

### Public

This training is dedicated to anyone wanting to train occasionally.

### Operational objectives

Be able to :

- Conduct a training on the premises or at a distance
- Have a better understanding of educational methods for adults
- Have techniques to be assertive and convincing
- Have the proper key techniques and tools to get people into action

### Contents

- **Understanding a training** : the possible kinds of trainings, the learning methods, the way adults get interested and learn, the actors of a training, the possible obstacles to remove
- **Preparing a training** : setting clear aims and objectives (SMART), identify and list key messages, write a pedagogical program, schedule time, structure speech
- **Preparing the handouts and the equipment** : make the difference between a training on the premises and at a distance, choose the best visual aids, exercises, different tools for different purposes ....
- **Getting ready** : the rehearsing phase, how to overcome fear, how to breathe, speak and move
- **Running a training session** : the 3-training steps, how to motivate people and encourage them to participate, how to handle personalities, questions and objections
- **Evaluation and follow up**
- **Running a training at a distance** : the telephone skills, posture and voice, how to maintain participants' attention and get them involved, using the best possible tools and programs, vary pedagogical methods, shorten and adapt the training sequences

### Pedagogical methods

- The training is adapted to real life situations in a working context
- Building up a training session, writing a pedagogical program, case studies, brainstorming, exercises, feedback
- Trainees run short training sessions in front of the group or on the telephone

### Handouts

- Taylor made training (possible follow up sessions at a distance)
- Worksheets, leaflet and individual action plan

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