



▶ Train-the-Trainer

Helping trainers, presenters and facilitators ensure successful knowledge transfer



Train-the-Trainer is an intensive five-day, skill-development program that teaches attendees how to accelerate understanding and buy-in whether they are training, coaching, presenting or leading meetings. Participants gain the tools to improve audience comprehension, participation and retention. They also practice and receive constructive feedback on their own presentation styles.

“Definitely the best practically applicable course I have ever attended.”

- Tjaart Booyens
Deployment Leader
ArcelorMittal SA

Course Description

Train-the-Trainer is designed to give participants an opportunity to practice the skills to become better facilitators. Attendees present three times during the week-long course, including a five-minute impromptu presentation that establishes a baseline style, and two longer, planned presentations (10 and 20 minutes) that provide an opportunity for students to practice what they are learning in class.

In addition, attendees learn how to understand and reach adult learners/audience members through identifying and appealing to various learning styles. Participants are also exposed to a variety of experiential learning principles that they can use in their own courses and presentations to increase participation and effectiveness. And, they learn how to plan and organize their materials, including openers and closers, curriculum “shaping” methods and visual aids.

Unique Course Features

BMGI's Train-the-Trainer course distinguishes itself from similar classes in several ways:

- ❑ Provides attendees with a safe and supportive environment for practicing facilitation skills, including detailed and structured feedback and a video/DVD copy of their presentations.
- ❑ Encourages participants to apply experiential learning concepts that take their materials beyond simple knowledge transfer to high impact facilitation.
- ❑ Approaches facilitation holistically, taking into account both presenter and audience styles to ensure that successful knowledge transfer takes place.

Course Specifics

Who Should Attend:

Anyone who trains, presents or leads change in an organization, including Deployment Leaders, Champions, Master Black Belts, Black Belts, Lean Masters and Project Managers.

Course Length:

5 consecutive days

Course Includes:

- DVD with student's class presentations
- The Big Book of Presentation Games

Course Requirements:

- Significant pre-course reading
- Pre-course questionnaire
- Daily homework

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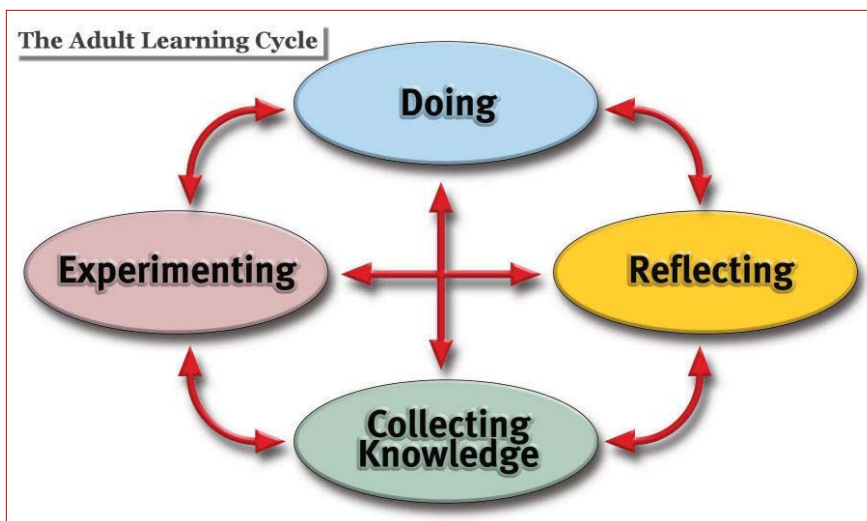
KEY LEARNING OUTCOMES

- ❑ Explain the adult learning cycle.
- ❑ Identify and appeal to four learning styles and seven types of “smarts.”
- ❑ Improve presentation skills by preparing three video-taped practice sessions.
- ❑ Apply experiential learning principles to make facilitating/training more engaging and effective.
- ❑ Compare Hierarchical, Co-operative and Autonomous training modes.
- ❑ Identify behaviors that contribute to confident presentations/facilitations.
- ❑ Set the scene using powerful openers and closers.
- ❑ Apply several curriculum “shaping” methods to improve participation and comprehension.
- ❑ Effectively deal with difficult audience/team members.
- ❑ Develop effective visual aids.
- ❑ Learn how to plan and organize training.

Train-the-Trainer

Agenda

- ▶ **Day One**
 - ❑ Introductions
 - ❑ Impromptu Presentation/Feedback
 - ❑ Identifying Adult Learning Principles
 - ❑ Closer
- ▶ **Day Two**
 - ❑ Opener
 - ❑ Dealing with Difficult Behavior
 - ❑ Facilitation Interventions
 - ❑ Facilitation Kit
 - ❑ Developing a Training Roadmap
- ▶ **Day Three**
 - ❑ Opener
 - ❑ Setting the Scene for Learning
 - ❑ Presentations
 - ❑ Developing High Impact Training
 - ❑ Closer
- ▶ **Day Four**
 - ❑ Opener
 - ❑ Developing Visual Aids
 - ❑ Presentations
 - ❑ Assessment and Feedback
 - ❑ Closer
- ▶ **Day Five**
 - ❑ Opener
 - ❑ Planning and Preparing Training
 - ❑ Encouraging Transfer of Learning
 - ❑ Setting an Action Plan
 - ❑ Consolidation
 - ❑ Closer



Understanding the Adult Learning Cycle is key to effective facilitation.

BMGI holds this class regularly in cities around the world.

Classes can also be scheduled onsite for groups of ten or more.

Curriculum is available for licensing.



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