Train-The-Trainer Course

COURSE OUTLINE

Chapter 1: Introduction

Chapter 2: Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations

Chapter 3: Gathering Materials

- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps

Chapter 4: Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- A Take-Home Template

Chapter 5: Choosing Activities

- Types of Activities
- Creating a Tickle Trunk
- What To Do When Games Go Wrong

Chapter 6: Preparing for the Workshop

- Creating a Materials List
- Gathering Participant Information
- Setting up the Physical Location

Chapter 7: Getting off on the Right Foot

- Greeting Participants
- Being Prepared
- Using Icebreakers

Chapter 8: Delivery Tips and Tricks

- Using Visual Aids
- Creating Supporting Materials
- Gauging When It's Time For A Break

Chapter 9: Keeping it Interactive

- Encouraging Discussion
- Using Group Work

- The Power of Post-It Notes

Chapter 10: Dealing with Difficult Participants

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions

Chapter 11: Tackling Tough Topics

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues in the Workshop