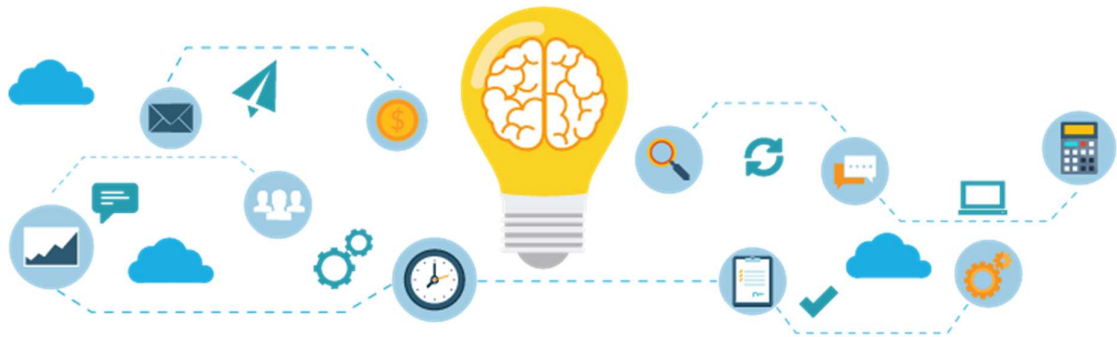




Total Success Training

A Different Type of Training



Train the Trainer Proposal

Typical Proposal

Total Success Training. 4a Nelson Road Greenwich, London SE10 9JB

0208 269 1177

info@totalsuccess.co.uk

www.totalsuccess.co.uk

This one-day course has been designed for delegates who are new to training design and delivery and for delegates that simply wish to sharpen their training skills.

Course Aims and Objectives

- The programme is highly participative and experiential - participants design and deliver actual training sessions during the course.
- The program content is based on time-tested training principles including modules on: learning theory, setting objectives, design, delivery, use of visual aids, audience facilitation and evaluation methods. We have placed a great emphasis on the use of positive reinforcement to develop the skills needed to design and deliver quality training programmes.
- All sessions are covered in a comprehensive Train The Trainer course manual that doubles as a useful post-course reference for future development

Course Programme

Delegates will be competent to design, implement and present both short form and long form training courses. By the end of this course delegates will have the skills to:

- Design a training programme
- Organise the logistics of a training course
- Deliver the training to desired objectives
- Evaluate the effectiveness of the training
- Assess the competence of the delegates

Pre/Post Course Support

Prior to conducting a course your training co-ordinator will have had the opportunity to liaise with one of our lead trainers who will begin to breakdown your companies objectives.

A key part of their process is understanding what led to your decision to improve your team.

We will incorporate all your current training materials to build in effective role plays and discussions suited specifically to your organisational needs.

Before each course delegates will have completed:

- The pre-course questionnaire (Including personal objectives for the session)
- A 5 minute training session that will be delivered during the course.

After the course each delegate will receive:

- A CPD Accredited Certificate
- A Comprehensive course manual
- Additional resources beneficial to your continued learning
- Video analysis and critique (Depending on delegate numbers)

Your organisation will receive:

- Constructive feedback on the delegates progression
- A roadmap for continued learning specifically to your needs

Course Agenda

Principles of learning and learning styles

To teach delegates the fundamentals of how we learn and to use learning styles to adapt our training to match the needs of the trainees.

Establishing training aims and objectives

Good training will fill the gaps in knowledge, understanding and practical skill development. Excellence in training starts from having a definite set of goals. We will examine a range of techniques which delegates can use to pinpoint relevant training needs and to set realistic course aims and objectives to support the learning.

Structuring your training

“What am I going to say?” is one of the fears of new trainers. A good course will follow an identifiable sequence and satisfy the group’s expectations. We will train highly effective methods of structuring courses and generating meaningful content. Attention to detail is one of the key factors in audience comfort and enjoyment of the course. We will produce an infallible logistics checklist which will enable, even the novice to run a successful training session.

Making your training interesting and memorable

People learn quicker and retain more information if training is conducted in a way which allows them to get involved, challenge, participate and enjoy the process. Audience retention is increased if the training is varied and interesting. We will also examine the types of support material available; how to use them and how to build a portfolio of methods to maintain the audience’s attention.

Consolidating and concluding the training

The key to effective training is the trainer’s ability to satisfy the ‘The Consolidation Phase’ of training. We will show delegates how to test their trainees so that they are sure of the level of competence that the trainees have achieved for the training to be successful.

Giving feedback

Critique is an important part of a skills based training session. Delegates will be shown techniques to analyse and evaluate trainee performance; give clear, accurate feedback to promote understanding and build repeatable skills.

Delivery skills - Body language and Voice projection

The old adage “It’s not what you say but how you say it” is as relevant to training delivery as ever. As we examine visual and vocal images and how they impact upon communication, delegates can assess their own presentation styles and maximise on their strengths as a presenter.

Strategies for getting participants to take responsibility for their own learning

Encouraging self development is one of the main ways creating positive change within an organisation. We will look at several ways of designing Personal Development Plans and how they can be used ensure cost effective training and produce a learning culture.

Practical ideas for reinforcing the learning - and making it stick!

The value of training is what happens after the course has finished and the trainees are back at work. Maintaining the enthusiasm to try new skills needs determination and discipline from the individual. This section shows many ways of keeping learned skills alive.

Training Needs Analysis - How to design, action and interpret the results

A Training Needs Analysis will enable participants to accurately identify the components of an ideal learning climate.

Why Total Success

Our vision is to be our customers most valued learning partner. We are dedicated to developing and facilitating innovative, challenging and enjoyable training courses.

We're also fun to work with and have a friendly, empathetic nature and a 'of course we can' attitude with both our clients and delegates. We love training because we love working with people. It's what we do and that's why we think we're good at it. It always comes across in our delivery.

We always recognise the need for training solutions that give real business benefits for both delegates and their organisations. We offer solutions, not only to individual trainees but also to HR departments and training professionals who need to show value for money for their training when they work with an external training provider. Here are some other reasons for contacting us:

- Our lead trainers have over 20 years experience in training all sectors of business in the private and public sectors which means we can adapt our approach to every situation.
- We talk to our clients and produce bespoke (and fully costed) training agendas – only when our clients are happy with our proposal are we happy.
- Most of our in-house courses are CPD accredited giving our clients the guarantee that our training is delivered with credibility and impact.
- Our unique approach also enables us to be very competitive on our prices and we feel we offer best value training.
- Our courses are fully interactive and participative which means more time spent on individual needs and objectives.
- All delegates have free access to our online resources; newsletters, webinars, training blogs and podcasts.
- We pride ourselves on our ability to deal with challenging, demanding (and sometimes difficult) delegates with tact and empathy.

References can be provided upon request.



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Clients



BNP PARIBAS



Training Costs

Training Costs	Cost (Exc. VAT)
<ul style="list-style-type: none">• Full Day Training (Typically 9:30-17:30) Inc. all materials & unlimited delegates	£895
Additional Costs - Optional	
<ul style="list-style-type: none">• Venue Hire (Including Lunch, Snacks & Free-flow Tea and Coffee)• Travel Costs (Outside Central London)	£50 per delegate Varies

Working with us

We hope this programme meets your specific needs; however if not, we are happy to talk some more. We can offer a variety of flexible ways to support you.

Do visit our website www.totalsuccess.co.uk for an outline of other courses, or give us a call to have a chat. We can talk to you about the range of courses we offer.

Either one of our friendly team members will talk you through what might work – or we'll seek out one of our available training partners to answer your queries.

You can call us on **0208 269 1177**

We look forward to hearing from you