Train the Trainer

Service Manager

Seminar objectives

The participants

- Understand the construction of a technical training
- Learn to use the different methods
- Learn to adapt the documents for the participants
- Get to know positive and negative behaviour of a trainer
- Get the basic information of group dynamic
- Learn the basics to give a successful technical training
- Learn to control the success of transfer

Contents

- Construction of a technical training
- Different methods for moderation
- Design of a work book
- Basics of a successful training (objectives, relationship management, time management, control of transfer)
- Design of a concept for technical trainings
- Group dynamics

Methods

- Lectures
- Group work
- Role-play
- Feedback

Organisation

- Target Groups
  - Service Manager
- Period
  - 1 day