

Train the Trainer - Module 1

The Driver

The Trainer: Skills involved in being an effective trainer:

1. **Know your audience:** Be aware of the trainees learning expectations and seek to align those expectations with the objectives of the training.
2. **Design a training session plan:** Think of the training session plan as a roadmap that helps you see what content is required and needed for the training. The plan or roadmap will help you use the time wisely.
3. **Facilitating:** Communication skills are critical for trainers and can make or break the learning experience for learners. Even though, trainers typically deliver training designed and developed by someone else. There may be times when they are involved in all phases of the planning process. An effective trainer understands all the skills required for a successful training experience.
4. **Trainers implement training activities:** Interactive activities and hands on experience allows the trainees to apply their new knowledge and learning. For example, in a training on how to cut acrylic on a CNC Router. A trainer would want to have the materials and the equipment that allow the trainees to practice while you observe.
5. **Assess learning-performance:** It's a trainer's responsibility to ensure trainees have the desired skills when they complete the training. The ability to assess learning-performance is an ongoing process that is the common thread throughout the training. Training assessment takes on many forms including knowledge tests, skill demonstrations, and comparisons of pre- and post-training performance. The type of assessment you use in your training will depend on the nature and content of the training. For example, if training an employee on how to use a certain machine, it would be wise to document while observing the hands-on portion of that training. This documentation will help you when it is time to write the employees training evaluation.
6. **Revise Training:** It's the trainer's responsibility to continuously adapt and improve the training to the needs of the trainees. It's important that the trainees walk away with a positive experience and have the skills and expertise necessary to perform the tasks involved in the training. A trainer should be open to the fact that revisions or a detour may be necessary.

Types of Training

1. **Instructor-led or Trainer-led:** Face-to-face interaction where both the trainer and the trainees are physically present at the same location. That location may be in a warehouse, a conference room, or a classroom. But, unlike a traditional classroom, a skilled trainer creates a two-way interactive environment where trainees fully engage and invest in their learning process.
2. **eLearning, also called online learning, or web-based training:** For Cope Plastics, Cope University delivers online course content and training modules as the training platform. A benefit to eLearning is that the instructor and learner are not confined to a physical location.
3. **Blended learning:** In blended learning, trainees acquire knowledge and skills through a variety of methods. Trainees will learn part of the content through a trainer-led session and the remainder through Cope University. The benefit is that trainees receive knowledge in the most effective manner with some element of control over time, place, path, or even their pace.