



For people who help others develop their skills and abilities

For organisations that want to build and develop strengths and capabilities across their teams

For professionals who want to increase their effectiveness training others



## Overview

Current times require organisations to maximise their performance while reducing cost. Building ways to develop and share skills across the organisation is essential to achieve this. Internal training and development skills are now critical to facilitate the wider development of organisational capability.

The lean performance demanded of organisations has to be met with training options to suit. This workshop is designed to fill that niche.

There are many people within organisations who have to do occasional or topical training. These people don't want a long, intensive program to develop sophisticated skills they only use occasionally. They benefit from a targeted session to help them use their existing strengths and skills supported by understanding the key issues involved in training another person or group.

Likewise there are people who once did some 'train the trainer' development. They don't need another long program. All they need is a refresher to prompt and encourage them to do the best they can.

Participants in this workshop can look forward to a day exploring different elements of training that can help them when they next train others. This workshop enhances how participants can train, whether in a seminar room or on the job, or teaching a colleague or customer.

### BASIC DETAILS

LENGTH  
1 Full Day

GROUP SIZE  
5-15

OFFERED THROUGH  
**In-house delivery for your organisation**

or

**Via our Performance and Development Planning Service**

### FOR MORE INFORMATION

VISIT  
[www.grevilleaconsultants.com.au](http://www.grevilleaconsultants.com.au)  
or call: 0421 080 311

## Outcomes

- Focus on making training relevant to needs
- Ways to engage people to help them learn
- Steps to planning a training session
- Selecting resources to support training
- Make the training event run smoothly
- Maximise your strengths as a trainer
- Manage training during change processes
- Measure the effectiveness of training



**Grevillea Consultants**

*Bringing you over two decades of leadership and people development experience*

**“No one learns as much about a subject as one who is forced to teach it.”**

Peter F. Drucker

## PROGRAM ELEMENTS



- structured conversations
- evidence based material
- adult learning principles
- focus on practical outcomes
- steps and guidelines
- building personal technique

## Session Themes

### Understanding training

- Choosing training or education
- Who – working with individuals or groups
- Where – balancing training on and off the job

### Matching training to the participants

- How people learn – evidence and practice
- Engaging people to learn
- Health and safety all the way

### Mind the gap

- Identifying the path from current ability to desired ability
- Training adults – people come with knowledge and experience
- Adapting to focus on learning needs

### Developing a plan

- Defining learning outcomes
- Developing segments that work
- Using variety to maximise engagement

### Using resources

- Presentation options
- Activity options
- Learning materials and aids

### Preparing the event

- Setting up a safe learning environment
- Using space to match activities
- Pre-work – issues of reliability

### Stand and deliver

- Personal style and working to your strengths
- The awkwardness of learning and building confidence
- Feedback and acknowledgement to accelerate progress

### Training in the context of change

- Change dynamics
- Dealing with external issues
- The gap between training and results

### Tracking progress

- Measuring happiness or results
- Pre-then-now to track what has changed
- Review and refresh

## PROGRAM DELIVERY

The group size for a workshop is limited to facilitate maximum interaction.

Workshops are delivered at your premises or a suitable workshop venue of your choosing.

You may also be able to access the workshop for individuals or small groups via our *Performance and Development Planning Service* through the expression of interest process.

Workshops are adjusted as needed so learning focuses on current business challenges and priorities.

The workshop is part of Grevillea Consultants' commitment to provide affordable, practical development opportunities that focus on people and results.

## ASSOCIATED LEADERSHIP DEVELOPMENT

The **Peer Training** program is complemented by our **Leading Performance program**. It helps supervisors and other leaders to build the performance and wellbeing of the people in their teams.