

Train the Trainer
High Level Training Strategy

#	Module	Requirement/Expectation	Source
1	Presentation Skills • Speaking • Listening • Visualizing	▪ Considerate of time ▪ Actively listen to learner needs ▪ Remain flexible to the diverse needs and characteristics of the learners ▪ Clear and concise communication ▪ Logical delivery, reasoning, and problem solving ▪ Communicate relevance to the business situation ▪ Appropriate presentation and appearance ▪ Influential, confident, and respectful ▪ Relate to experience of learners ▪ Empathize with learners ▪ Considerate of time	Presentation, facilitation, and visuals Active Listening
2	Facilitation Skills • Discussions • Groups	• Considerate of time • Actively listen to learner needs • Remain flexible to the diverse needs and characteristics of the learners • Clear and concise communication • Logical delivery, reasoning, and problem solving • Communicate relevance to the business situation • Influential, confident, and respectful • Relate to experience of	

Train the Trainer
High Level Training Strategy

#	Module	Requirement/Expectation	Source
		learners • Empathize with learners • Considerate of time	
3	Design (this may be for the SME if not the same as the trainer) • Objectives, expectations, measures of success • Strategy • Relevance and Context • Activities (Demonstration (Observation), Practice, Feedback, Assessment)	• Accomplished and/or qualified performer • Remain flexible to the diverse needs and characteristics of the learners • Logical delivery, reasoning, and problem solving • Communicate relevance to the business situation • Relate to experience of learners • Considerate of time	Joe Halpin, training resources site
4	Prepare Training Environment • Space • Equipment • Materials	• Accomplished and/or qualified performer	Subject matter trainer
5	Manage Trainees • Who • Needs • Motivation	• Actively listen to learner needs • Remain flexible to the diverse needs and characteristics of the learners • Clear and concise communication • Relate to experience of learners • Empathize with learners	Joe Halpin – Needs assessment
6	Practice and Deliver • Prepare • Review expectations • Observe/Participate in training	• Accomplished and/or qualified performer • Clear and concise communication • Logical delivery, reasoning, and problem	Trainee/Trainer

Train the Trainer
High Level Training Strategy

#	Module	Requirement/Expectation	Source
	• Debrief and gain clarification (this can be done following each component of the training or after the entire course) • Co-train • Performance feedback • Train on own • Performance feedback • Assessment (this could be a final run-through of the training or a discussion)	solving • Communicate relevance to the business situation • Appropriate presentation and appearance • Influential, confident, and respectful • Relate to experience of learners • Empathize with learners • Considerate of time	
7	Improvement plan	• Accomplished and/or qualified performer • Continuously improve	Trainee/Trainer