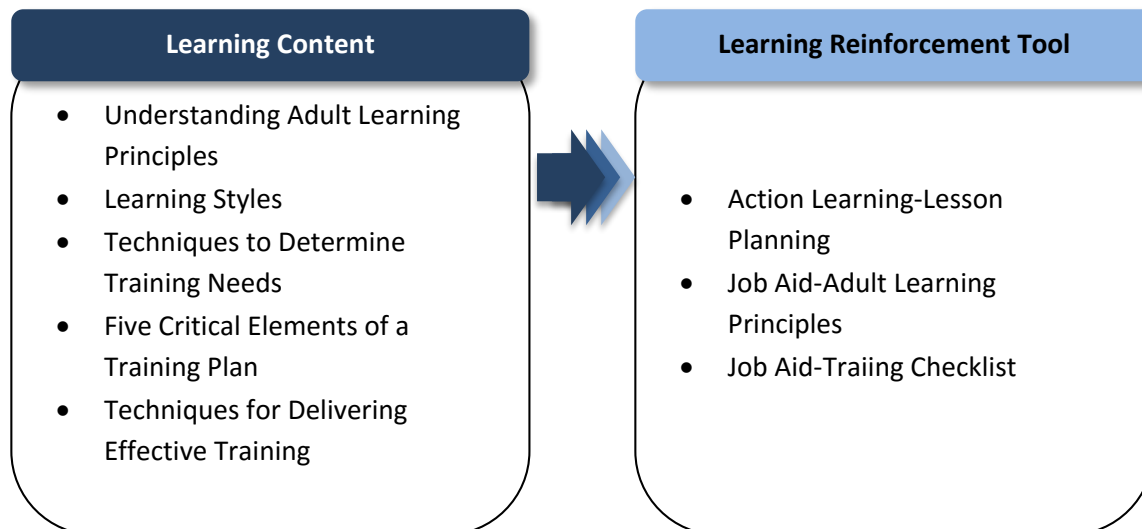## Training Skills for Managers

In today's complex organizations, line managers and other subject matter experts are often involved in the training and development process. Whether it is new hire training or the deployment of a new process, people with a great deal of expertise, but limited training experience, often have trouble delivering effective training. Training Skills for Managers presents the learning needs of adults and the three most common models for workplace training-presentation, facilitation and active learning.

Participants will learn how to analyze learning needs, select the right training approach and specific tools and techniques for effective delivery.

Program Outcomes

- Demonstrate the impact of adult learning styles on program design
- Analyze training requirements
- Use facilitation techniques and creative presentation techniques to help others learn
- Create opportunities for active learning

Learning Process

Learning Content	Learning Reinforcement Tool
- Understanding Adult Learning Principles - Learning Styles - Techniques to Determine Training Needs - Five Critical Elements of a Training Plan - Techniques for Delivering Effective Training	- Action Learning-Lesson Planning - Job Aid-Adult Learning Principles - Job Aid-Traiing Checklist

Program Length   8 Hours

It is strongly recommended that this course be used in conjunction with a specific development opportunity like the introduction of a new product or process.