



**silicon  
beach**  
TRAINING

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## Train the IT Trainer

**Duration:** 2 days

**Prerequisites**

Delegates are asked to prepare and bring a 5 minute training session on a software package of their choice to the first day of the Train the IT Trainer course

This train the trainer course is designed to assist I.T. Trainers to understand and implement the skills required to provide high quality training. You will be investigating ways in which to make I.T. courses more enjoyable and memorable for both the delegate and the trainer.

Experienced Trainers will also be able to brush up on their skills and obtain valuable tips and tricks on how to deal with a range of different situations.

### Objectives

This Train the IT Trainer course is very much hands on and you will have plenty of time to practice your new skills under the supervision of an experienced I.T. Trainer.

### Course Content

#### IT Training Issues

- Making IT Interesting
- Individuals' Expectations and Fears
- Technical Problems
- Mixed Groups

#### "KISS" in Explanations, Examples and Practicals

- The Issues
- Manifestations of the Problem
- Implications for the Success of the Course
- Remedial Actions Available to the Trainer

#### Generating Rapport and Maintaining Interest

- The Issues
- Manifestations of the Problem
- Implications for the Success of the Course
- Remedial Actions Available to the Trainer
- Further Observations and Comments

#### Balancing Telling and Doing

- The Issues
- Manifestations of the Problem
- Implications for the Success of the Course
- Remedial Actions Available to the Trainer
- Further Observations and Comments

continued...

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### Related Courses

**Train the Trainer:** 2 days

**Training Needs Analysis:** 1 day

**Writing Courseware  
Material:** 1 day

**Presentation Skills:** 2 days

### Links

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## Train the IT Trainer (continued)

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### Prerequisites

Delegates are asked to prepare and bring a 5 minute training session on a software package of their choice to the first day of the Train the IT Trainer course

### Dealing with Expectations

- The Issues
- Manifestations of the Problem
- Implications for the Success of the Course
- Remedial Actions Available to the Trainer
- Further Observations and Comments

### Overcoming Technofear

- Implications for the Success of the Course
- Remedial Actions Available to the Trainer
- Further Observations and Comments

### Using Equipment to Legitimate a Lack of Understanding

- The Issues
- Manifestations of the Problem
- Implications for the Success of the Course
- The Issues
- Manifestations of the Problem
- Implications for the Success of the Course
- Remedial Actions Available to the Trainer

### Dealing with Luddite Attitudes

- The Issues
- Manifestations of the Problem
- Implications for the Success of the Course
- Remedial Actions Available to the Trainer
- Further Observations and Comments

### Running Practical Sessions

- The Issues
- Manifestations of the Problem
- Implications for the Success of the Course
- Remedial Actions Available to the Trainer
- Further Observations and Comments

### Dealing with Keyboard Fiddlers

- The Issues
- Manifestations of the Problem
- Implications for the Success of the Course
- Remedial Actions Available to the Trainer

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## Train the IT Trainer (continued)

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### Prerequisites

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### Minimising the Effects of Systems Failure

- The Issues
- Manifestations of the Problem
- Implications for the Success of the Course
- Remedial Actions Available to the Trainer
- Further Observations and Comments

### Disparate Range of Skills and Experiences

- The Issues
- Manifestations of the Problem
- Implication of Success of Course:
- Remedial Actions Available to the Trainer
- Further Observations and Comments

### Handling the Mixed Status Environment

- Remedial Actions Available to the Trainer
- Further Observations and Comments

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### Related Courses

**Train the Trainer:** 2 days

**Training Needs Analysis:** 1 day

**Writing Courseware Material:** 1 day

**Presentation Skills:** 2 days

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