

# City & Guilds 7300 Introduction to Trainer Skills

## Course aim

The City & Guilds Introduction to Trainer Skills (7300) aims to provide participants with a sound introduction to the concepts of a systematic approach to training. It's an intensive course, delivered over three days to provide participants with opportunities to explore and practice a range of training skills. This course is ideal for those who wish to train others in organisations as well as trainers who just want to brush up on their skills or gain certification.

## Entry requirements

There are no entry requirements for this course; a passion for training would be a distinct advantage!

### Pre-course information

Participants will be required to attend all three days of the course, they will need to have a topic for their training session and be prepared to read handouts in their own time before day three commences.

## Timings

The timings for course are 10.00am to 4.30pm Participants should arrive 15 minutes before the start of each session. There is a 15 minute break during the morning, a one hour lunch break and a 15 minute break in the afternoon. Timings for breaks can be adjusted to suit the group.

## Venue

The course will take place at Impact's training centre at  
The Priory, High St, Redbourn, Herts, AL3 7LZ

## Trainer:

Shelley Wills – Director of Impact Health & Social Care Training

## Learning Outcomes

- By the end of this training session participants will
- Understand what makes an effective training session
- Recognise the skills required to deliver meaningful training
- Have delivered a 20 minute session
- Be prepared to deliver a half day awareness session

## Course content

- The training cycle (including planning)
- Aims and introductions
- Setting and sticking to ground rules

- Creating a safe learning environment
- Appropriate use of icebreakers
- Health & safety – trainers' responsibilities
- Overcoming nerves, remembering peoples' names, developing a rapport
- Good and bad practice in delivering training sessions and presentations
- Gaining and maintaining attention, meeting different learning styles and needs
- Developing and using a variety of training resources, materials, quizzes, case studies, games, etc
- Working with resistance
- Working with training packs
- Overcoming the "graveyard slot, maintaining the pace
- Presentation Skills
- Summaries, Evaluations & Endings
- Planning, preparing, practicing & delivering individual presentations & receiving feedback
- Action plans

### **Training methods**

- Trainer input, presentation, handouts, small group activity, large group work, individual reflection, skills practice, open question & answer sessions, general discussions.
- Participants will complete a short multiple choice quiz on day two to check their understanding.
- On day three participants will be expected to deliver a short presentation which they will have had time to prepare and practice between days two and three.

Cost includes City & Guilds registration and certification fees, lunches & refreshments.