



Training the Trainer

Learning, Teaching and Doing

Learning is finding out what you already know,

Teaching is reminding yourself that you know it,

Doing is demonstrating to others, you know it

We are all learners, teachers and doers.

- Richard Bach

Illusions

Teaching and Training

Teaching provides knowledge in theory and practice of concepts, facts and practices.

Training provides the experience to understand this knowledge and transform it into real time application.

When do people learn?

Corporates

- Programmes/ short events by internal or external experts
- Work experience in other departments
- Work shadowing
- Coaching on an individual basis
- Mentoring

Why do people learn?

A learning need is:

The gap between what an individual knows, understands and can do at any moment and what the person wants or needs to know, understand and do to reach defined learning outcomes.

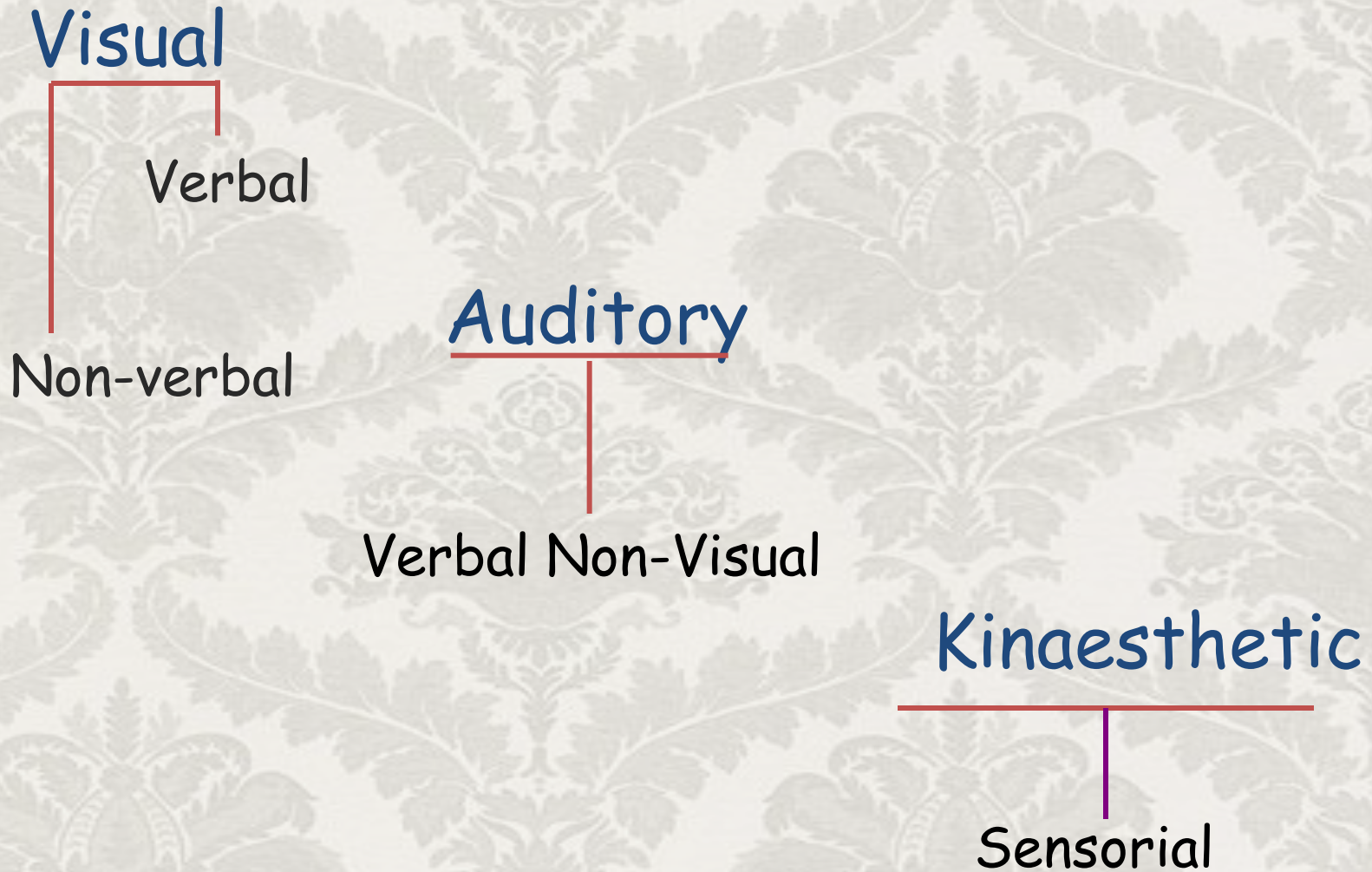
How do people learn?



Ways to identify learning needs

- Interviewing
- Diagnostic Test-Analysis of current skills against performance standards
- Discussions with the stakeholder - include learners if possible
- Structured questionnaires

Learning Styles



Set learning outcomes

- What does the individual know?
- What does the learner need to know?
- What is the gap?
- What is the best way to fill that gap?

Reasons for learning

- Develop existing skills?
- Provide new skills?
- Improve existing levels of competence?
- Impart knowledge and understanding?

Design a training programme

Stage :1

1 Draw a line on a piece of paper

Indicate start and completion points of the programme

Day 1-----

----- Day 10

On this line map the titles of modules in order

Design a training programme

Stage :2

- 1 What is the time allocated to the programme?
What is the mode of delivery (e.g. full time, part time, short programme)?
- 2 For each module, begin to allocate time frames and numbers of sessions.
- 3 Remember to give time for information and knowledge practice, skill development and assessment / feedback.

Methods of assessment

- Observation
- Simulation
- Oral Questioning
- Examinations
- Tests (written and oral)
- Projects and Assignments
- Skills Tests

Tips to Effective Training

1. Match teaching to learners
2. Plan with care for 'twilight time'
3. Set the scene for learning
4. Organize pair work and team work
5. Insist on reports on learning and activities
6. Prepare the session down to the last detail
7. Prepare learning materials to suit situations
8. Help learners retain learning
9. Reach beyond the classroom
10. Be creative, be you

Contact Information

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