

Title: Train the Trainer: Teaching & Training Others (Learning styles, considerations for teaching or training others, getting your message / information across well)	
Overview / Session Description	<p>This workshop session will provide an opportunity to develop the knowledge and skills of technicians, things to consider when training or teaching others, getting your message across clearly, structure train the trainer opportunities, and build confidence. It will be an opportunity to give and get developmental peer feedback. The course will focus on and relate your learning to being a technician in a Higher Education (H.E.) context.</p> <p>Technicians will have the opportunity to develop their knowledge, raise awareness and share practice as well as supporting your personal, professional, career development and apply this learning to their dynamic environment.</p>
Audience	Technicians from the 8 MI partner institutions
Duration	<ul style="list-style-type: none"> • 120 min online virtual webinar session; • A standalone session
Session details	Date: Thursday 16 September 2021 Times: 13.00 – 15.00 (120 min)
Session Aim(s) and Objectives	<ul style="list-style-type: none"> • To provide an overview of learning styles, evaluation etc to develop knowledge and skills • Train the trainer considerations & how to structure the learning opportunity • To give and receive developmental peer feedback on your presentations • Share top tips for presenting to different audiences • Provide an opportunity to network (virtually) and have peer and inter-institutional support and learning.
Key Learning Outcomes	<ul style="list-style-type: none"> • Gain an understanding and increased knowledge of tools, techniques and approaches to train the trainer • Networking opportunity.
Structure of the session and key activities for participants	<ul style="list-style-type: none"> • Input, information sessions. • Groupwork / interactive activity / exercises using mini case studies, scenarios - working in smaller mixed groups. • Share practice & peer learning opportunity using a coaching developmental approach.
Delivery mode	Online / virtual session using Zoom A blended approach of input, information and content including group work enabling engagement, interaction and application to the workplace.
Session requirements	<ul style="list-style-type: none"> • Internet access required • Computer with mic and camera Attendees will need access to a computer/ laptop. (The zoom link will be sent prior to the session, therefore you are not required to download the relevant app.)
Pre-work / post-work requirements	Pre-work: To read / prepare relevant materials, if applicable - will be no more than 30 mins pre-work. Introductions/expectations / tip(s) via padlet or similar Bring up to two examples of training you have undertaken, useful for session but not an entry requirement to the session



	Think about who you need to train so that they can train others, how do you ensure quality and consistency is retained. Post-work: Complete feedback form
How to book	Sign up to our training courses here
Course facilitator	Sandy Sparks, MI TALENT Technical Training Manager