



Train the Trainer 2 Day Workshop Brochure

2 Day Practical Workshop



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The Right Fit.....For You

DCM Learning's Train the Trainer 2 Day Workshop has been designed to help learners enhance their existing skills and prepare and deliver training sessions in a dynamic and thought-provoking way.

Our practical 2-day training programme has been designed to provide a comprehensive foundation on the effective planning and delivery of training in the workplace. During the course, each learner will learn about the tools needed to train people to a high standard and the skills needed to create a warm, engaging training environment.

All of our training sessions are highly interactive and include facilitated discussions, group workshop activities, case study and role play exercises.

Below you will find a proposed course outline.

We can tailor all our workshops with you so we deliver exactly what you have in mind. Our trainer will work with you on this.

"Everyone thought Andrew was great and the course really developed their skills as internal trainers."

Dearbhla Casey, HR Manager, Irish Country Meats



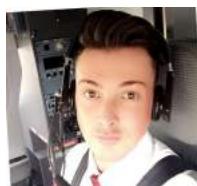
"We are all very happy with the training carried out last week & will definitely be in contact in the future"

Aoife O'Rourke, Key Account Manager, Tool & Plastic



"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose DCM Learning

At DCM Learning we have a strong culture of working in long-term relationships with our clients. Although it's a bit of a cliché, we strongly believe that our client relationships are partnerships and that's the best way for our clients to get the best results.

Specific reasons to choose DCM:



Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



Experienced: We have many years' experience providing customised training programmes for small and large companies. Last year, we delivered onsite training with 521 companies.



Excellent Trainers: Our trainers combine professional training know-how with relevant experience in their chosen training field



Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by the following national and international certification bodies.



European
Qualifications
Framework

You're in Good Company

We work with small and large companies, individuals, Government Agencies, Universities and blue chip companies such as Google, AIG, Glaxo Smith Kline, and Symantec, so you can have confidence in our ability to deliver the results you want to achieve.





Train the Trainer 2 Day Workshop

COURSE OVERVIEW

This practical training programme has been designed to provide a comprehensive foundation on the effective planning and delivery of training in the workplace. At the end of the course each learner will be equipped with the tools to train people to a high standard and start training immediately.

By delivering a bespoke Train the Trainer course we can be sure to build on the existing experience of your current training team and focus on a delivery style that best fits your working environment.

LEARNING OUTCOMES

By the end of the programme each learner will:

- Clearly identify the objectives of future training events
- Choose the appropriate training methods and course content to meet these objectives
- Deliver effective training sessions with confidence
- Overcome difficult situations or problems that can occur during a training session
- Evaluate the effectiveness of the training against the pre-determined objectives

Below you will find a proposed course outline detailing all the topics covered on the training programme.



Course Content

TOPIC 1: TRAINING FUNDAMENTALS

- Understanding and motivating adult learners
- Recognising and overcoming barriers to learning
- Designing training to suit different learning styles
- Understanding the dynamics of group learning

TOPIC 2: PLANNING YOUR TRAINING SESSIONS

- Establishing aims & objectives
- Structuring your training course
- Creating lesson plans
- Structuring your day - scheduling breaks/energisers/activities
- Types of activities to schedule based on time of day
- Creating the right Learning Environment

TOPIC 3: DELIVERING TRAINING

- Training Techniques - ice-breakers; energisers; group work; maintaining engagement
- Facilitation skills
- Handling difficult situations

TOPIC 4: AFTER THE TRAINING

- Evaluating the effectiveness of your training event



Andrew Woods

Training Associate

Andrew is a Trainer, Consultant and Executive Coach with expertise built through a 20-year successful track record in Leadership, Team Development, Communication Impact and Customer Service Excellence. He is dedicated to providing impactful and sustainable workplace learning by creating authentic and practical learning experiences for clients. He is an Executive / Team Coach and Business Mentor for any size organisation.

His senior management career background provides a solid platform for all his interventions. He is a natural communicator who imparts his knowledge with humor and enthusiasm, encouraging and supporting individuals, teams and organisations to excel.

He has accumulated a wealth of business knowledge and experience across many sectors in local and international markets and has successfully delivered projects and interventions on 4 continents including UK, Australia, New Zealand, USA, Germany, South Africa and Ireland.

Some of Andrew's qualifications and affiliations include:

- A member of the IITD and ICF, he has an advanced qualification in Executive and Career
- Coaching through the Irish Life Coach Institute.
- Belbin (team type) Accredited

"I just wanted to say thank you to Andrew for delivering a fantastic training course to the team over the past two days. The feedback has been extremely positive, you have really got the team thinking about our current business processes and how we can improve them! Hope to see you again in the near future!"

Niamh McCarthy, HR Manager, Spearline





Ger Ahearne

Training Associate

Ger Ahearne is an established progressive and successful training consultant who designs, develops and delivers bespoke training.

She has lectured and trained hundreds of participants in educational establishments, voluntary sector organisations and private companies.

Ger has a strong academic background, extensive practical experience, and excellent communication skills. Her courses are well prepared, provide solid content and above all are enjoyable. She has the ability to help learners grow in confidence and to achieve things they never thought they could in order to reach their true potential.

Some of Ger's achievements include:

- Diploma in Teaching, Learning & Assessment (level 9) from Athlone Institute of Technology
- Diploma in Digital Marketing (level 5) from Irish Times Training
- MA in Management in Education - First class Honours from Waterford Institute of Technology
- Foundation Diploma in Training and Education from NUI Galway
- Diploma in Promotion Management from Dublin Institute of Technology
- Certificate in Advertising Studies from Dublin Institute of Technology
- BA - English & History from UCD



Inhouse Training, One Size Doesn't Fit All.

Does your team need training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%



Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.



BAE SYSTEMS

CONCERN
worldwide

XILINX
ALL PROGRAMMABLE

Google

Symantec

glanbia

BORD GÁIS

UnitedDrug

Groupon

powerni
your kind of energy

firmus
energy

Microsoft

Houses of the
Oireachtas
Títhe an Oireachtas

IBM

if i
Iascach Intíre Éireann
Inland Fisheries Ireland

Simon
Community

An Roinn Sláinte
DEPARTMENT OF HEALTH

Comhairle Contae Fhine Gall
Fingal County Council

NSAI

UCD
DUBLIN

CRH

KERRY
FOODS

ORACLE

Pfizer



**Set your career on the
right course**

DUBLIN

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- dublin@dcmlearning.ie
- Guiness Enterprise
Centre

CORK

- 021 2429691
- cork@dcmlearning.ie
- Atrium Business Centre
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