



Training Trainers

Training your own staff to become trainers can increase their motivation and commitment whilst developing the skills base of your organisation and potentially saving you money!

Green Ant Consulting offers workshops in the following areas:

One to One Training Skills

This workshop is for people who teach others how to do a task within the work setting - on the job training. It will give delegates the skills to:

- * Break a task down
- * Design a training session
- * Conduct a practical training session for individuals or small groups
- * Evaluate training

Group Training Skills

This workshop covers all aspects of providing an off the job training course for a group of people. Workshops will be designed to suit your particular needs. Some popular topics include:

- * Course design and preparation
- * Delivery Skills
- * Dealing with questions
- * Overcoming nerves
- * Evaluating training

Coaching Skills

Many staff are involved in coaching in their working environment either as managers or as co-workers. This workshop enables delegates to develop the essential skills for effective coaching.

- * Why and when should coaching take place
- * The coaching process
- * Practical skills for coaching

