

IN PERSON · TWO DAYS

Facilitating High-Impact Learning

As an internal trainer or facilitator, you need to know more than just your content. You also need to be an engaging instructor, a masterful facilitator and a polished speaker.

This course gives you the skills you need to deliver anything from a one-hour lunch-and-learn to a multi-day course. The skills you learn apply to virtual instructor-led and in-person instructor-led learning. The course increases your confidence as a trainer and improves your ability to deliver new skills to your colleagues.

Who should attend

This course is designed for subject matter experts, new trainers and those who would like to improve their skills in both virtual and in-person training sessions. We can accommodate groups of six participants with one facilitator, or 12 participants with two facilitators. This ensures you receive personal feedback on the training segments you deliver during the course.

You learn to

- Identify your learners' needs and clarify your learning objectives
- Create a roadmap for your training sessions, and prepare helpful notes
- Create an environment conducive to adult learning
- Incorporate training techniques that meet the needs of all learners
- Use strategies to generate discussion and encourage group participation
- Give learner-centred instructions and constructive feedback
- Use questioning techniques to reinforce the transfer of learning
- Manage group dynamics to encourage a healthy exchange of ideas

What to expect

Come with a training segment on a topic of your choice. By participating in this interactive course, you learn to organize your content using a simple template. You also learn about learning styles and how to use adult learning techniques to address all styles and engage your learners. You have several opportunities to practice your training and delivery skills. Most importantly, you deliver your real-world training segment to the group, and you receive feedback from both your colleagues and the facilitator. You record your delivery, so you can evaluate and refine your skills privately afterwards. You also receive a comprehensive manual for post-course reference.

How you spend your time

Prework

Bring materials for a real-world training segment you expect to deliver soon or training that you have delivered in the past.

Design high-impact learning

Learn to:

- Understand your own and other's learning styles
- Set an adult-focused learning environment
- Use varied interactive training activities to create better learning outcomes
- Write clear learning objectives and analyze the needs and knowledge of your adult learners
- Use a reliable process to plan your content
- Write an engaging opening and closing
- Add muscle to your message to help learners understand, remember and buy into the learning
- Communicate your message clearly and effectively
- Ask powerful questions to facilitate learning
- Give learner-centred instructions
- Plan to manage challenges
- Adapt your training for virtual or in-person learning

Draft your lesson plan, including the content you want to cover and the interactivity you plan to use.

Refine your opening, closing, questions, visuals and notes. Complete your plan to manage challenges. You have an individual meeting with the facilitator to help you solidify concepts and refine your lesson plan.

Workshop

Rehearse your training segment. Schedule one-to-one coaching with the facilitator to help you prepare to deliver your learning segment to the rest of the group.

Facilitate your learning section with the group as participants. You receive feedback from peers and from the facilitator to help you continue to fine-tune your facilitation skills.