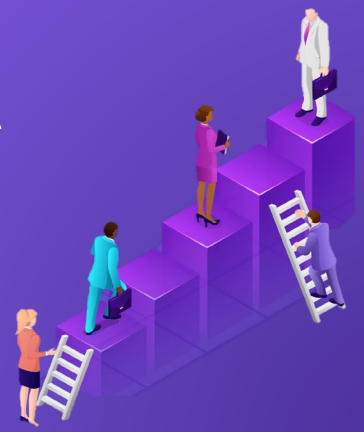


Leadership & Management Development



2.13 Train the Trainer

The programmes within this Communication pillar are not “off-the-shelf” courses. They are designed as a menu of development options that can be combined, adapted and shaped to reflect what is really happening inside your organisation. What initially presents as a “communication problem” frequently turns out to be something deeper – a question of confidence, trust, conflict, influence or clarity of management.

These outlines are therefore best read as catalysts for discussion – prompts to help you reflect on how people currently communicate, where friction or misunderstanding arises and what kind of development will genuinely shift behaviour. In practice, the most effective solutions often draw on complementary elements from across our other pillars – Personal Development, Management and Leadership, Business Development and Senior-Level Leadership and Talent Development. Every intervention we deliver is built in partnership with you, around your culture, your people and the outcomes you need to achieve.

Course Overview

Delivering impactful training requires more than subject knowledge. Trainers must engage learners, communicate clearly and create an environment where new skills can be understood and applied. This hands-on one-day programme builds the capability and confidence to design and deliver effective training sessions.

Participants will explore adult learning principles, practice delivery techniques and learn how to create interactive, engaging learning experiences. They will leave ready to develop training that adds value and improves workplace performance.

Who Should Attend

Ideal for professionals who:

- Deliver training or learning sessions internally
- Support learning within teams or functions
- Present knowledge, skills or processes to others
- Are preparing to take on trainer responsibilities

Relevant across all sectors and experience levels.

Context

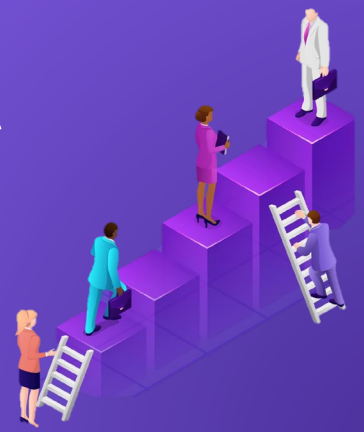
Organisations rely on skilled trainers to build capability, ensure consistency and support performance improvement. When training is delivered without clear structure or audience engagement, learning falls short and results do not transfer into the workplace. Facilitators must hold attention, create understanding and help others apply new skills with confidence.

At Expleo we help trainers design and deliver learning experiences that lead to real behavioural change. This programme equips individuals to communicate clearly, manage engagement and support learners to turn new knowledge into stronger performance.

How Certification is Earned

Upon successful completion of this course, participants will be awarded a certificate of attendance from Expleo Academy.

Leadership & Management Development



Course Objectives

By the end of this programme participants will be able to:

- Explain the role and responsibilities of a trainer
- Apply adult learning principles to training design
- Develop clear learning objectives and suitable training materials
- Deliver training with confidence and clarity
- Encourage participation through interactive techniques
- Manage different learner needs and behaviours positively
- Evaluate training session effectiveness and identify improvements

Course Outline

1. The Trainer's Role

- Responsibilities and mindset of an effective trainer
- Supporting continuous learning and performance

2. Adult Learning Principles

- Understanding how adults learn best
- Applying principles to session design

3. Training Design and Materials

- Structuring learning with clear objectives
- Designing relevant and practical learner resources

4. Engaging Delivery Techniques

- Clear communication and presence
- Varying methods to maintain attention and focus

5. Interactive Learning Activities

- Techniques to encourage active involvement
- Managing discussions and group learning

6. Handling Challenging Situations

- Responding effectively to different behaviours
- Adaptability to support varied learning needs

7. Evaluating Training Effectiveness

- Gathering feedback
- Refining future sessions for improved results

Training Methodology

Highly interactive and practical:

- Short delivery rehearsals
- Peer and facilitator feedback
- Group activity design practice
- Templates and tools for immediate use

Participants will leave with improved confidence and capability to facilitate effective learning experiences

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