

Bio
Pharma
Chem

Skillnet,

Train the Trainer One Day Programme



Delivered by:

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Train the Trainer (One Day Programme)

This programme is designed to equip learners with the knowledge, skills and attitudes necessary to be able to conduct effective on-the-job training.

Course Objectives

At the end of this programme, participants will be able to:

- Identify the key criteria required to ensure successful on-the-job training.
- Understand and appreciate the importance of preparation.
- Identify their preferred learning style and be aware of the different learning styles that trainees can have.
- Be aware of the relevance of motivation in training.
- Explain critical elements of a trainer's role and work effectively with individuals and groups.
- Identify and use the key components of the systematic training cycle.
- Deliver training effectively in one-to-one situations.
- Follow up on training effectiveness and deliver feedback on trainee's performance.

How will you learn?

The programme tutor has experience in delivering this programme across all sectors, including the highly regulated FDA environment.

A participative and interactive training approach will be followed throughout the programme. In tandem with a number of exercises (both individual and group), participants will be encouraged to discuss topics and share their own experiences. The programme will be evaluated informally during the programme and by a formal questionnaire at its conclusion. Achievement of objectives will also be assessed by a questionnaire.

Programme Content

Introductions and General Overview of Programme

- Key Criteria for successful training
- Quality of materials (including SOPs)
- Ability of trainee to learn
- Ability of trainer to train

Importance of Preparation

- How Adults Learn
- Different Learning Styles
- Barriers to Learning
- Required Conditions for Effective Learning

Motivation and its Relevance to Training

- Systematic Training Process
- Training Context
- Developing a Training Plan
- Training Delivery
- Trainee Practice

Characteristics of an Effective Trainer

- Communication Skills in Training Delivery
- 2-Way Communication
- Non-Verbal Communication
- Questioning Skills
- Active Listening

Giving and Receiving Feedback

Programme Review and Evaluation

This training is delivered on behalf of BioPharmaChem Skillnet by Mike Roche Training.

For further information please contact training@bpcskillnet.ie or phone 087 997 0848

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