

Bio
Pharma
Chem

Skillnet,

Training Essentials



Delivered by:

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Training Essentials

Learn creative ideas, strategies, and techniques that meet the needs of trainers in the software, pharmaceutical, educational, manufacturing, insurance, and healthcare industries. Participants will learn training concepts they can immediately apply in the training environment for both technical, and non-technical training.

This training program is one day in duration.

Who should attend?

No prior training experience is necessary. Both novice and experienced trainers alike will benefit from this excellent, highly interactive, skill-building presentation course.

How will you learn?

The teaching approach contains a blend of group discussions and practical hands-on exercises. Participants will be encouraged to develop and deliver a short training program throughout the duration of the program.

Programme Content

The majority of this course is spent with a set of interactive exercises and projects so that those attending gain a firm understanding of training skills. Resource materials and information are given during throughout the course.

How Adults Learn

- Adult Learning
- Acknowledging Characteristics of Adult Learners
- Understanding Adult Learning Styles
- Comprehending Models for Adult Learning

Preparing for a Class

- Preparing Your Lesson Plan
- Using Icebreakers
- Deciding on Presentation Methods
- Using Visual Aids
- Dealing with Varying Skill Sets
- Refining Your Plan
- Creating a Learning Environment

Delivering the Class

- Developing Communication Skills

- Using Body Language
- Understanding Proxemics
- Developing Your Voice
- Watching Your Vocabulary
- Active Listening

Delivering the Class Continued

- Barriers to Effective Communication
- Understanding Questioning Techniques
- Answering Questions
- Managing Difficult Behaviours
- Ending the Training Session

Feedback and Evaluation

- Overview of Feedback
- Using Questioning Techniques to Elicit Feedback
- Encouraging Feedback
- Performing Self-Feedback

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

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

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