

## Training Room Essentials



Have you been asked to design or deliver training? Do you have expertise in your field and would like to be able to train others? Before you line up for a Cert IV TAE, Training Room Essentials will give you what you need to make quality training experiences happen.

You'll learn essential ideas about creating the learning environment, writing your program to ensure engagement, tools of the trade and how to evaluate what you've done. From flip charts to apps, you'll walk away with a kit of examples and equipment ideas that will make sure that your training has an impact on the participants and the business. You won't just learn about how to run quality training - you'll experience it throughout the day from top-tier trainers.

This course is suitable for people who design or deliver training. Whether you're new to the training profession or wanting to refresh your skills and knowledge this course will give you the tools and techniques to create inductions, develop new training, as well as review and revitalise existing programs. Register now to start or accelerate your training career.

## Learning Outcomes

By the end of this course, you will be able to:

- ✓ Create an effective learning environment
- ✓ Design a training program
- ✓ Write learning outcomes
- ✓ Describe the stages of learning design
- ✓ Use graphics in training
- ✓ Create effective PowerPoint presentations
- ✓ Effectively use equipment and games to engage and energise
- ✓ Evaluate and improve training courses and materials

## You should attend this course if you want to:

- ✓ Effectively train adult learners
- ✓ Create engaging learning environments
- ✓ Produce higher quality training programs
- ✓ Design training for the workplace
- ✓ Put together training programs more quickly
- ✓ Change career into training
- ✓ Gain confidence at the front of a training room

Australian Institute of Training and Development

✉ Suite 111, 410 Elizabeth St. Surry Hills, 2010 ✉ [learn@aitd.com.au](mailto:learn@aitd.com.au)

☎ (02) 92119414 ☎ 1300 138 862 🌐 [aitd.com.au](http://aitd.com.au) 🐦 @aitd1



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### Course outline

#### 1. Getting started

- Learning environment
- Setting ground rules
- Getting to know you
- The 5 essentials of the training room

#### 2. Designing Learning

- ADDIE Learning design
- Learning outcomes
- Learning Stages
- Structuring programs
- Evaluation/Feedback
- The Learning Cycle

#### 3. Tools to Engage

- Knowing your audience
- Learner preferences
- Graphics in training
- Powerful PowerPoint
- Interactions
- Tools for the tables

#### 4. The Trainer

- Your delivery style
- Measuring success
- Training methods
- Documentation
- Learning transfer
- Review and action planning

### Semester 1 2017

- **Brisbane 24 May**
- **Perth 28 March**
- **Melbourne 1 June**
- **Sydney 20 June**
- **Adelaide 20 June**
- **Canberra 21 June**


### Course Fees


- Member \$495
- Guest of Member \$560
- Non Member \$660

### Registration

 [www.aitd.com.au](http://www.aitd.com.au)

 [learn@aitd.com.au](mailto:learn@aitd.com.au)

 +61 (2) 9211 9414

 1300 138 862

### Who is this program for?

- ✓ Face to face trainers
- ✓ Subject matter experts required to train others
- ✓ Trainers wanting to revitalise existing programs
- ✓ Trainers delivering inductions
- ✓ Teachers
- ✓ Career changers
- ✓ Anyone considering becoming a trainer

### In house?

**Courses run in your organisation, when you need it, where you need it**

Our experienced trainers will work with you to customise the experience for the best outcomes for your team and business.