



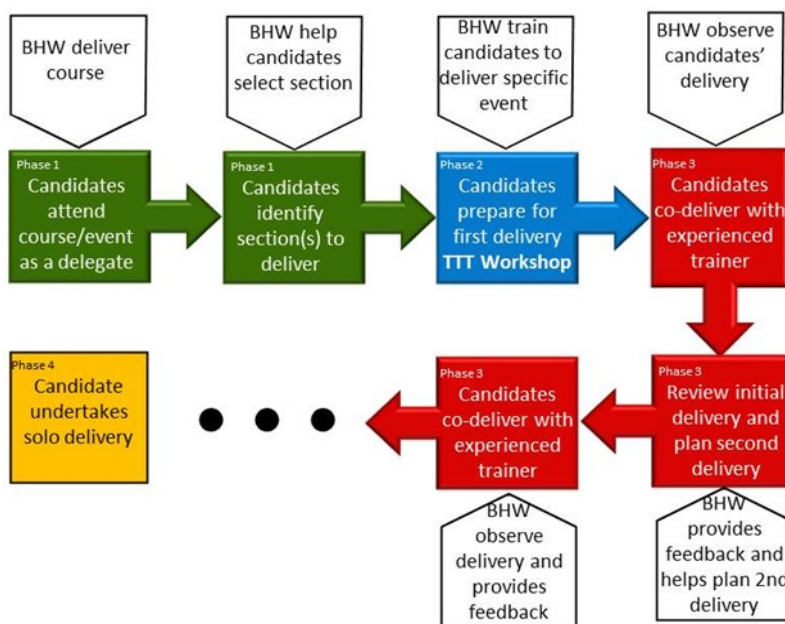
A 3-day BHW Train-The-Trainer Workshop

One of the key success factors for The Burge Hughes Walsh Partnership (BHW) is that our clients become self-sufficient, enabling them to sustain and enhance the capability introduced to them by BHW. Central to achieving this is the development of the client's own staff to deliver training courses and events that underpin the development of a capability. Our Train-The-Trainer (TTT) programme is a proven, pragmatic development programme to create the trainers and/or facilitators for a specific training course or event.

This document describes the overall programme for developing suitably qualified and experienced trainers and facilitators. In reading this document, some terminology will be useful:

- A CANDIDATE is one of the client's staff who is being developed as a trainer/facilitator.
- A DELEGATE is a client member attending a training course or event.
- BHW refers to experienced trainers/facilitators of the Burge Hughes Walsh Partnership.
- 'TTT' refers to the 'Train-the-Trainer' programme that comprises four development phases.
- A TRIAD or PAIR is a group of three or two candidates, teamed to deliver training or event sessions.

The TTT programme comprises four phases of maturity shown in Figure 1.



PHASE 1: Familiarisation with Training Material

It is necessary for the candidates to become familiar with the training course or event that they are to eventually deliver. This includes course materials (content), exercises, and expected outputs. This is usually accomplished by the candidates attending the course or event as delegates, mindful that they will be asked to deliver sections of the course or event at a later date.

PHASE 2: TTT workshop

The 3-day 'Train the Trainer' workshop develops the candidates' ability to facilitate and present the course or event material. Candidates may not have been selected for their prior experience of facilitating and presenting to large groups and so one of the workshop's objective is to build their confidence for phase 3.

Figure 1: The TTT Programme

PHASE 3: Co-delivery of the Course or Event

Candidates co-deliver the training course or event with an experienced BHW trainer/facilitator. Typically, candidates work in pairs or a triad and conduct peer reviews after delivery to improve their performance. Each candidate's delivery is observed by the BHW trainer who provides structured feedback. It is unusual for a candidate to go "solo" after just a single delivery and therefore the second delivery, repeating the initial delivery sections but including new ones, by the candidate and the BHW trainer/consultant.

PHASE 4 onwards:

Phase 3 can iterate as many times as necessary but eventually the candidates are "signed off" for solo delivery – the candidates are confident and able to deliver the session independently.

Benefits of the 'Train-the-Trainer' Development Programme

The Candidates' Organization

- A set of in-house trainers/facilitators able to deliver specific training courses and events
- reduced training course or event cost
- embedding of the know-how in the organization

The Candidates:

- Have confidence to deliver specific training course or event successfully.
- Developed knowledge of course or event content.

Content of the 3-day Train-The-Trainer Workshop

Day 1	Day 2	Day 3
<ul style="list-style-type: none"> • Introduction to the TTT workshop • Starting a course or event • Developing your opener - 'the first 3 minutes' • Preparation and practice of your opening • Giving and receiving feedback some rules and process • Group presentations and feedback of 'the first 3 minutes' • Form rehearsal groups • Process for preparation, practice and feedback • Preparation for practice session 1* • Practice session 1 with feedback • Learning Styles • The tutor feedback loop (exercise) • Process for presentations • Preparation for practice session 2 • Practice session 2 with feedback • Signposting • Preparation for practice session 3 	<ul style="list-style-type: none"> • Review of learning and outline of the day • Practice session 3 and feedback • Do's and Don't's of presentations • Review of learning (facilitated by a candidate) • Preparation for practice session 4 • Practice session 4 with feedback • Signposting • Running exercises; process for running exercises • Facilitating course participants - hints and tips • Process for facilitating a discussion handling discussion • Developing strategies for difficult situations • Preparation for practice session 5 • Practice session 5 with feedback • Signposting • Review of learning (facilitated by a candidate) and close 	<ul style="list-style-type: none"> • Review of learning (facilitated by a candidate and outline of the day) • Preparation for practice session 6 • Practice session 6 with feedback • Using Energisers, with examples • Preparation for practice session 7 • Practice session 7 with feedback • Closing a session • Discussion: preparing for your next live session <ul style="list-style-type: none"> ◦ who (paired teams!) ◦ Where ◦ When ◦ What will you do differently • Lessons learned in the workshop • Individual action plans • Review and close

* Practice session 1 to 7: these are extracted from the course/event material that the candidates will be required to deliver/ facilitate

Costs

The cost of delivering the TTT programme depends upon the training course or event and the desired follow-on support.

The 3-day Workshop, excluding delivery trainer accommodation and expenses, but including all courseware, is dependent upon the number of candidates. Up to 6 candidates the delivery cost is £4,500. For 7 to 12 candidates will require two BHW Tutor/Consultants and cost £7,000 VAT will apply at the prevailing rate.

More Information and Contact Details

For more information about the 3-day Train the Trainer Programme or any of our other Systems Engineering courses please contact Dr Stuart Burge on +44 (0) 7803 131614 or sburge@burgehugheswalsh.co.uk