
Train the Trainer

Course Description

This activity-based program equips participants with the knowledge, skills, and tools to become confident, effective workplace trainers for one-on-one or small group instruction. The course focuses on adult learning principles, communication skills, and the Training Within Industry (TWI) Job Instruction Method to ensure that training is understood, retained, and applied on the job.

Participants will learn how to break tasks into clear steps, engage learners through questioning, and build an environment of trust that encourages skill development. Through demonstrations, role-play, and practice, participants will leave ready to deliver high-quality, consistent training in their workplace.

Course Objectives

Develop the Trainer Mindset:

- Identify attributes of effective and ineffective trainers and their impact on learning
- Build trust with learners through credibility, respect, and transparency
- Understand the trainer's responsibility for learning outcomes

Apply Adult Learning Principles:

- Differentiate between andragogy (adult learning) and pedagogy (child learning)
- Connect learning to prior experiences and explain the "why" behind each step
- Adapt training methods to various learning styles and learning stages

Enhance Communication and Listening Skills:

- Apply active listening techniques in training situations
- Use the communication model to ensure clarity and understanding

Master the TWI Job Instruction Method:

- Break a job into defined steps and key points
- Demonstrate while explaining both the "how" and the "why"
- Coach learners through practice until competence is achieved

Training Format

• 1-Day: Morning session covers trainer mindset, adult learning, and communication; afternoon session focuses on the TWI Job Instruction Method with practice and feedback