

# Training Colleagues and Employees in Group Sessions

Workplace training by subject matter experts and managers is a highly effective way to transfer knowledge and skills throughout the organisation. However, not everyone is a natural at preparing, presenting and facilitating instruction and training sessions.

This intensive program helps people who aren't training experts to deliver short group training sessions in a confident and engaging way; even when the topic is technical or may seem dry. Learn how to make the training stick with the audience

## **Audience**

This tailored in-house train-the-trainer course is designed for subject matter experts or managers who train or instruct colleagues and staff in short group training sessions or demonstrations..

## **Outcomes**

Learn how to:

- Identify what their audience needs to learn
- Prepare lesson plans and content
- Design an engaging session
- Present effectively
- Understand and adapt to learning styles
- Use powerpoint and other visual aids
- Deal with challenging situations
- Make their training stick
- Plan, design and deliver great training.

## **Tailored group training - in-house or through virtual workshops**

Ask us how we will tailor this program to your organisation or team.

Benefits are that we tailor the:

- *Content* to suit your organisation's needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

■ Tailoring is mostly for free and always economical as costs are based on a per day delivery and not per participant.

We can combine this program with our program 'On-the-job Training and Coaching' to build all-round training and coaching skills.

## **Request a quote**

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at [info@icml.com.au](mailto:info@icml.com.au) or start a 'chat' on our website [icml.com.au/](http://icml.com.au/).

# Virtual Workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

## Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

## Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

## Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

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