

Training Internal Trainers

SIM has been training internal trainers at various organizations for more than 40 years. And each training session was different. The key to success for this type of training is to have a complete understanding of the context in which it occurs and then adapt the training to that context. Client specifics, the type of organization, work atmosphere, etc., are among the parameters to be assessed. A customized course plan was developed and proposed each time.

Training for Trainer/Coach/Buddy, etc. is intended for employees who have been given the responsibility of training their peers in small groups, in a class, or directly “on the floor”, often using the equipment start and operate approach.

Contents and schedule

Day 1

Preparing a learning project

- Work with the [skills profiles](#) (employee and position);
- Prepare a learning plan and create a learning contract;
- Set training objectives in accordance with the skills profile;
- Develop dynamic, practical, and motivating training strategies;
- Understand and apply the four coaching steps;
- Perform two practical exercises.

Day 2

- Transferring practical skills:
- Understand the importance of welcoming the trainee and creating a climate that favours learning;
- Establish the concepts of communication and characteristics of the adult learner;
- Learn techniques to transfer skills in the workplace;
- Manage time, training content, and the pace of learning;
- Lead practice and provide feedback to the trainee.

Supporting the trainee

- Nurture the trainee in terms of knowledge, know-how, and life skills;
- Support trainee motivation when obstacles and/or learning difficulties arise;
- Maintain a balance between perfecting and trainee self-esteem;
- Perform a real-life practice.

Assessing learning:

- Monitor progress and verify achievement of goals using an assessment grid;
- Perform a real-life practice.

Day 3

- Scenario: final exercise covering all learned concepts and feedback;
- Final meeting between the SIM trainer and the internal trainer or team of trainers.

Methods

- Theoretical presentations;
- Practical exercises;
- Simulated coaching sessions for each participant;
- Group feedback on the session and constructive criticism [or Return to group session and constructive feedback].

Follow-up

A follow-up will be done with the trainer(s) once they have started their training activities. The SIM trainer returns to observe the trainer(s) in real training/coaching situations or to discuss any problems encountered and solutions to implement. This follow-up ensures the quality and effectiveness of the implementation of new practices (training/ monitoring of skills profile).

Selection of candidate(s)

Training candidates must be chosen in accordance with several criteria

- Interest in training;
- Mastery of their field;
- Basic skills in oral and written communication;
- Good relationships with their work colleagues.