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COURSE BROCHURE

Train the Trainer From Session Design to Delivery Training Course

3 – 7 May 2027
Vienna

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Registered in the United Kingdom and Saudi Arabia

Train the Trainer From Session Design to Delivery Training Course

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Train the Trainer From Session Design to Delivery is a 1-week training course for new trainers, subject matter experts and internal facilitators, in which each participant writes a session plan and delivers a short rehearsed training session from it. Organisations increasingly ask their own specialists to pass on know-how, and expertise alone rarely makes a session that sticks. Jupiter Prime Training offers this train the trainer course for people taking on that teaching role.

Why Train the Trainer Matters Now

Two shifts put internal trainers at the centre of capability building. Retiring specialists and fast-changing processes mean expert knowledge must move to colleagues quickly, often through peers rather than external providers. Learners who are used to short digital content expect live sessions to be active, relevant and well paced. An organisation whose experts train well shortens onboarding and spreads safe practice, whether on a hospital ward or a utility site; one whose experts read slides aloud wastes the time of every attendee. The course rests on the ADDIE instructional design model Analysis, Design, Development, Implementation, Evaluation and uses the Kirkpatrick Model to frame how learning is checked.

Who Gains Most from Train the Trainer

- Specialists asked to turn technical know-how into sessions for colleagues
- Newly appointed trainers preparing their first classroom or virtual sessions
- Internal facilitators who run induction, safety briefings or product updates
- Supervisors who teach procedures on the floor and in short huddles

A department gains most when several of its nominated experts attend together, so their sessions share one design method and one style of session plan.

Train the Trainer Capabilities

Participants move from knowing a subject to shaping how others acquire it.

- Apply adult learning principles to the choice of content and activity — learners with limited time
- Design a session with the ADDIE model from needs to evaluation — the manager requesting it
- Specify learning objectives with observable verbs and conditions — assessors checking competence
- Build activities, case exercises and visual aids that fit each objective — participants practising skills
- Communicate with confident voice, questioning and pacing — mixed groups of experience
- Assess learning with checks, observation and feedback forms — sponsors expecting changed practice

Key Train the Trainer Terms

- Session plan — A timed document listing objectives, activities, materials and checks for one training session.
- Learning objective — A statement of what a learner will be able to do, under which conditions, to what standard.
- Adult learning principles — Ideas about how adults learn best, such as relevance, experience, choice and immediate application.
- Facilitation — Guiding a group through discussion and activity so participants reach conclusions themselves.
- Formative check — A short question or task during a session that shows whether learners are following.
- Microteach — A short rehearsed session delivered to peers and observed to give structured feedback.

Train the Trainer Day by Day

Day 1: How Adults Learn at Work

- Adult Learning Principles — Choosing Relevant Content for Experienced Learners
- Learning Preferences and Attention Spans — Pacing Sessions for Real Groups
- Role of the Internal Trainer — Balancing Expertise With Learner Needs
- ADDIE Model Overview — Planning a Session From Need to Evaluation
- Training Needs Brief From the Requesting Manager — Defining the Gap

Day 2: Designing the Session

- Writing Learning Objectives With Observable Verbs — Setting the Standard Expected
- Content Sequencing and Chunking — Moving From Simple Steps to Complex Tasks
- Activity Design With Cases, Role-Play and Demonstration — Matching Methods to Objectives
- Visual Aids and Handout Design — Supporting Recall Without Reading Slides
- Session Plan Template — Timing, Materials and Checks for Each Segment

Day 3: Facilitation and Presentation Techniques

- Voice, Body Language and Room Presence — Holding Attention Through a Session
- Questioning Techniques and Wait Time — Drawing Experience From Participants
- Opening and Closing Routines — Setting Purpose and Securing Commitment to Apply
- Virtual Classroom Facilitation — Keeping Remote Learners Active and Visible
- Debriefing Activities — Turning Exercises Into Lessons for the Job

Day 4: Managing Groups and Assessing Learning

- Group Dynamics and Ground Rules — Building a Safe Climate for Practice
- Handling Dominant, Silent and Sceptical Participants — Protecting Learning for All
- Formative Checks and Knowledge Quizzes — Confirming Understanding Before Moving On
- Skills Observation Checklists — Judging Competence in Practical Tasks
- Kirkpatrick Model Reaction and Learning Levels — Choosing What to Measure

Day 5: Practice Delivering the Training Session

- Applying Learning Objectives to Each Participant's Chosen Topic — Final Draft
- Applying Activity Design to the Microteach Segment — Rehearsal and Timing
- Microteach Delivery With Peer Observation — Using Facilitation Techniques Live
- Structured Feedback and Self-Review — Improving the Next Delivery
- Completing the Session Plan and Rehearsed Training Session — Ready to Run

Applying Train the Trainer After the Course

- Redesign one existing internal session with written learning objectives and a timed session plan, then run it for colleagues
- Ask a peer to observe one delivery with the skills observation checklist and agree two changes

Train the Trainer Questions FAQ

What is train the trainer and why does it matter now?

Train the trainer is the preparation of experts and facilitators to design and deliver effective learning sessions. It matters now because organisations rely on their own specialists to pass on knowledge quickly as processes change.

Which roles gain most from train the trainer?

New trainers, subject matter experts and internal facilitators gain most. You benefit if you teach colleagues or run inductions.

How does a train the trainer course differ from a course for training managers?

A train the trainer course builds the skills of the person in front of the group: session design, facilitation and assessment. A course for training managers addresses needs analysis, budgets, providers and evaluation across a whole learning function.

What do you bring back from train the trainer?

You bring back a session plan for a topic of your own, rehearsed once with peer feedback.

Train the Trainer: The Way Forward

The session plan and rehearsed training session first inform the decision on which internal topic to run next and how long it really needs. The trainer uses the plan to deliver, managers use it to see what learners will be able to do, and colleagues reuse it as a model. After the first live run, the timing and the formative checks deserve a fresh look.