

TRAINING IN ENGLISH

Training in English, one of our *Teacher and Trainer Training* seminars, is a 12-30 hour course which can be taught either intensively (full day sessions), semi-intensively (half day sessions), or as an on-going course. The programme looks at both the language and the communicative skills necessary to conduct training sessions in English.

Target Audience

This programme is suitable for any other category of staff involved in designing or running training courses in English. Participants must have a level of competence in English at least at level B1 (intermediate) to benefit from the course. In the case of participants at this level, the full 30 hour course is recommended. At level B2 and above, the number of course hours can, if desired, be reduced.

Approach

The programme is divided into sections, each dealing with one aspect of effective training. A typical section format might be :

- ◆ Participants view a section of a videoed or trainer-delivered training session and analyse its weak or strong points in terms of communicative effectiveness and learning outcomes.
- ◆ Practice is given in the language and skills which have been focused.
- ◆ Participants are asked to apply what they have learnt up to that point in the course by delivering a short training session to the other participants. This simulation is videoed and feedback is given.



In this way, participants are able to concentrate on one new aspect at a time, while also gradually building up their overall competence.

Contents

Course content is flexible and will depend on the specific needs of the participants, their previous level of experience, and the time allotted to the course. Typical contents include :

- **What is Effective Training ? An Overview**
- **Preparing a Training Session** Defining Objectives; Choosing Activities; The Training Environment
- **Opening the Training Session** Welcoming Participants; Introducing Yourself and Others; Explaining the Structure of the Training Session; Using Icebreakers
- **Presenting Information** Presentation Skills; Explaining, instructing and eliciting; Presenting without Telling; Dealing with Candidates' Questions; Using and Referring to Visual Aids
- **Learning and Teaching Styles** Different Styles and Their Implications
- **Group Dynamics, Pace and Motivation** Creating a Positive Learning Atmosphere; Maximising Participation; Dealing with Difficult Trainees; Evidencing Learning
- **Closing the Training Session** Summarising and Highlighting; Checking Learning; Feedback and Evaluation

In-Company Training

The following facilities and equipment are necessary for the course :

- ◆ One plenary room, plus an additional smaller room for each six participants, equipped with whiteboard or flipchart, computer and screen (for Powerpoint presentations) and/or OHP.
- ◆ Video filming and playback facilities (VHS).

Cost

Please contact us for full details of course costs.