

Ron Rosenhead

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Train the Trainer Programme.

"The rate of change is not going to slow down anytime soon. If anything, competition in most industries will probably speed up even more in the next few decades."

John P. Kotter *Leading Change*

Train the Trainer

This document contains details of the Train the Trainer event. Specifically:

- ▶ objectives for the 2 days
- ▶ content of the event
- ▶ ***what preparation you will need to do before the event***

I am more than happy to take telephone calls about the programme. My number is 020 8446 7766, or via email.

We will start each day at 0930 finishing at 4.30 on both days

I look forward to working with you

Best wishes

Ron Rosenhead, Project Agency

Train the Trainer

Objectives: at the end of the 2 day event you will:

- ▶ understand the content of the 2 day project management event
- ▶ will have practiced delivering individual sessions based on the in house project management course
- ▶ have practiced some key training skills
- ▶ be able to prepare for the final session of Train the Trainer event

A detailed programme is shown below. The exact content will depend upon discussions and the result of activities. Please treat it as a guide.

A key issue is that the event will be highly participative; presentations, leading discussions, facilitating. Please be prepared!!

Agenda Day 1:

0930	Introductions and welcome to the 2day event
0945	Personal Skills Check* – see preparation for more information
1015	The Quiz Part 1 (sorry no prizes!) and discussion
1045	Break
1100	A run through of the in-house project management system
1130	Individual presentations – <i>see preparation</i> - 2 presentations
1215	The link between presenting and learning
1245	Lunch
1330	Individual presentations 2 presentations
1420	Training skills – the link with Personal Skills Check*
1500	Break
1515	Training skills continued
1545	Individual presentations 2 presentations
1615	Review of day 1
1630	End of day 1

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	Agenda Friday 20 January 2006
0930	Introduction to day 2 – issues from day 1
0945	The quiz – Part 2!! Answers and discussion
1010	Run through of the in-house PMS
1035	Break
1045	Individual presentations – 2 presentations
1130	Run through continued
1200	Individual presentations – 2 presentations
1245	Lunch
1330	Training Skills Practice – group activity
1345	Individual presentations - 2 presentations
1430	Break
1445	Review of: <ul style="list-style-type: none">➤ individual presentations➤ run through of PMS➤ Training Skills Practice
1500	Identifying the learning for you
1520	Next stages – choosing training topics for the next session
1600	Close of course

Train the Trainer

Preparation.

In order for you to be ready for the 2 day event there are a number of things you will need to do. These are listed below:

1. You will need to read all of the materials on the CD rom provided and be familiar with them. We have 2 quizzes and they are based on the in-house PMS and you will need to fully understand its contents
2. We will do a brief activity looking at the specific skills you need to develop in order to become a good trainer on this course. Email or call me if you want to discuss your needs
3. Choose 2 topics from this list:
 - ✓ developing a business case
 - ✓ having clear project roles
 - ✓ effectively managing stakeholders
 - ✓ producing a PID
 - ✓ what you need to run a successful start up workshop
 - ✓ having a robust project plan
 - ✓ critical path – its critical to have
 - ✓ resource management
 - ✓ monitoring – my best approach
 - ✓ estimating – getting it right
 - ✓ using project charts
 - ✓ managing risks
 - ✓ improving project communications
 - ✓ closing a project

Prepare for **2** ten minutes presentations from the above list. You can put any slant on the above topics. Please be prepared to answer questions at the end of each presentation. If you wish to use any of the slides from the CD or any of the materials from the course please feel free. If you want to add or change any of these slides then this is fine. It does not matter if several people choose the same topic. To summarise this work:

- choose **2** topics from the above list
- **prepare** to deliver two 10 minute presentations
- expect to answer questions on the chosen topic

Please note there will be no time to prepare on either day!!

Train the Trainer

Style of the course.

You will probably gather from the above issues that this will be a very practical 2 day event. You will be involved in a wide range of activities – some on an individual basis, some in the group.

The event has been designed so you constantly practice presenting and learning the topics in the 2 day project management course content.

Finally, I am here to provide you with support! I will contact you to talk through the event alternatively, please call me on 020 8446 7766.