

THE GUILD OF BRITISH CAMERA TECHNICIANS

# TRAIN THE TRAINER

An introduction to the one day online learning  
session for the Train the Trainer event  
Thursday 18 August 2022



# TRAIN THE TRAINER ESSENTIALS



## The Guild of British Camera Technicians

**Event:** The GBCT Train the Trainer Essentials

**Aim:** The aim of the online workshop is to equip creative industry professionals with the essential skills and techniques for delivering high impact training sessions to new entrant and experienced learners

**Learning Objectives:** As a result of attending the workshop, participants will:

- Develop and set learning objectives and identify appropriate evaluation methods
- Design and deliver interactive training sessions to achieve specific learning objectives
- Prepare learning events that maintain consistency and support learning styles of learners
- Develop confidence in preparing for and delivering creative sector learning events
- Apply appropriate communication and presentation techniques to varying group types

**Content:** The GBCT online programme will cover the following:

- The Training Cycle
- Setting Learning Objectives
- Evaluation, Evaluation, Evaluation
- Matching Learning Styles
- Developing Session Plans
- Discussion on hints and tips on presentation techniques

**Duration:** Pre-work, two x 2 hour online sessions on the same day and mid session group work

- 9.00am to 11.00am Developing approaches to training
- 11.00am to 3.00pm Small group work and preparation
- 3.00pm to 5.00pm Delivery practice and one to one

**Pre-workshop:** One of the best approaches to training events in the creative sector is to build in as much interactive activity as possible. On that basis, we would like to cover some of the key theory before the first online session. It is important that you complete the pre-work before attending as we will go straight in to discussing and using some of the theory in the online session. If you have not worked through the pre-workshop material, you may be disadvantaged in benefitting from the event. This may also hinder the planned activities with your workshop colleagues.

From our experience of delivering these events, we suggest that you complete the pre-workshop activities as soon as possible. It will not be

appropriate on the morning of the event as people often struggle to find that time and benefit from reflection and personal further research.

For the pre-workshop activities, you will need you to put aside around one hour to complete and we would suggest at least two days before the online even.

You can find the pre-workshop activities on the Skills Channel TV web site by following the link - <https://www.skillschannel.tv/guild-of-british-camera-technicians.html>

## **CPD**

Successful and appropriate completion of the full programme and associated activities will result in receiving the GBCT validated entry level Train the Trainer Certificate of Completion delivered by the GBCT quality approved Train the Trainer provider, Skills Channel TV.

- Skills Channel TV is one of the UK's leading creative sector skills development specialists.
- A Certificate of Attendance will be given for the full programme attendance for CPD purposes to the value of 8 hours of learning.

## **Benefits of Attending**

As a result of completing the event, GBCT members will be better able to plan, deliver and evaluate effective learning and training sessions to groups or individuals in structured events that help new entrants discover their potential and to help existing industry professionals build on and develop their skills and experience. Participants will be confident in preparing sessions that they can deliver using a range of proven communication and delivery practice in learning delivery. As a GBCT quality assured event delivered by a learning professional supported by the Guild of British Camera Technicians, this can help in providing opportunity for additional income by sharing your professional knowledge and skills with others in industry related training events and qualifications.

## The GBCT Train the Trainer Essentials

### Module 1 Train the Trainer Pre-workshop Activities

**Time Session**

- Approx 1 hour **Introduction to Learning Essentials**
- Online pre-workshop studies of videos and articles
  - Pre-workshop questionnaires
  - Learning styles
  - Learning objectives

### Module 2 Train the Trainer Essentials

**Time Session**

- 0900 **Welcome**
- Outline of the day
  - Aim and objectives
  - Icebreaker – Developing group learning code of conduct
- 0920 **The Training Cycle**
- An overview of identify, design, deliver and evaluate
  - Current and future training needs analysis
  - Planning activity
- 0930 **Setting Learning Objectives**
- The importance of learning objectives and evaluation
  - Behaviour, conditions and standards
  - Learning objectives activity
- 10.00 **Evaluation, Evaluation, Evaluation**
- The essential evaluation plan
  - Kirkpatrick evaluation
  - Evaluating your learning
- 1020 **Learning Styles**
- Individual learning styles work
  - Building learning styles into learning
  - The value of working with learning styles
- 1040 **Planning a Learning Sessions**
- Presentation essentials
  - Timetable and session plans
  - Selecting appropriate support materials and equipment

11.00	<p><b>Module Review</b></p> <ul style="list-style-type: none"> <li>• Review of key learning</li> <li>• Next activity and timings</li> </ul>
-------	---

## Module 3 Training Delivery Preparation

Time	Session
11.15am to 3.00pm	<b>Training Preparation</b> <ul style="list-style-type: none"> <li>• Two groups</li> <li>• Work remotely to agree, prepare, and practice for an online training session</li> <li>• Delivered to remaining programme colleagues</li> <li>• 15 minute session</li> </ul>

## Module 4 Theory into Practice

Time	Session
1500	<b>Session Introduction</b> <ul style="list-style-type: none"> <li>• Recap and reflections of main learning</li> <li>• Reminder of afternoon session</li> <li>• Experiences in preparing the session</li> </ul>
1515	<b>Training Delivery</b> <ul style="list-style-type: none"> <li>• Two groups deliver real life training session</li> <li>• 15 minutes delivery and 15 minutes review and feedback</li> <li>• Overall learning from the activity</li> </ul>
1615	<b>Discussing hints and tips on presenting and engaging</b> <ul style="list-style-type: none"> <li>• Presentation basics</li> <li>• Chunking up/chunking down</li> <li>• Structure</li> </ul>
1645	<b>Programme Review</b> <ul style="list-style-type: none"> <li>• Summary of key learning</li> <li>• Thoughts on moving forward</li> <li>• Programme evaluation</li> <li>• Questions, Answers and Moving Forward</li> </ul>
1700	<b>Close</b>