

HUMAN RESOURCES | COURSE BROCHURE

Train the Trainer: Delivery Skills

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Subject experts often know their topic well but struggle to deliver engaging training. This practical course develops delivery skills: preparing sessions, opening with impact, explaining clearly, facilitating discussion and activities, handling difficult participants, using visual aids and virtual tools, and checking learning.

Great content fails when delivery is weak. You will practise repeatedly and receive feedback until you deliver with confidence.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

Repeated delivery practice with video and peer feedback, facilitation drills and virtual delivery exercises.

Course objectives

By the end of this course, participants will be able to:

- Prepare training sessions thoroughly
- Open sessions with impact and set expectations
- Explain concepts clearly with examples
- Facilitate discussions and activities
- Handle difficult situations and participants
- Deliver effective virtual training

Target audience

This course is suitable for:

- New trainers and facilitators
- Subject matter experts
- Managers who train their teams
- HR and L&D staff
- Technical instructors



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Target competencies

Participants will develop competencies in:

- Presentation
- Facilitation
- Group management
- Virtual delivery
- Learning checks

Course outline

Day 1: The Effective Trainer

09:00–10:08	Trainer roles
10:08–11:00	Learning styles and engagement
11:00–11:30	**Coffee break**
11:30–11:45	Learning styles and engagement (continued)
11:45–12:53	Preparation
12:53–14:00	Short practice

Day 2: Delivering Content

09:00–10:08	Openings
10:08–11:00	Explaining clearly
11:00–11:30	**Coffee break**
11:30–11:45	Explaining clearly (continued)
11:45–12:53	Visual aids
12:53–14:00	Delivery practice

Day 3: Facilitation

09:00–10:08	Questioning
10:08–11:00	Group activities
11:00–11:30	**Coffee break**



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11:30–11:45	Group activities (continued)
11:45–12:53	Managing time
12:53–14:00	Practice with feedback

Day 4: Challenging Situations

09:00–10:08	Difficult participants
10:08–11:00	Low energy groups
11:00–11:30	**Coffee break**
11:30–11:45	Low energy groups (continued)
11:45–12:53	Unexpected questions
12:53–14:00	Role plays

Day 5: Virtual and Final Delivery

09:00–10:08	Virtual tools
10:08–11:00	Engagement online
11:00–11:30	**Coffee break**
11:30–11:45	Engagement online (continued)
11:45–12:53	Checking learning
12:53–14:00	Final assessed delivery

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,890.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
Dubai Confirmed dates	30 Nov 2026	4 Dec 2026	**€3,150.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.–**
Istanbul Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,650.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.–**
Rome Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,450.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
London Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Barcelona Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,840.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,450.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
London Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Rome Confirmed dates	3 May 2027	7 May 2027	**€2,450.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	24 May 2027	28 May 2027	**€3,150.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Vienna Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,940.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Rome Confirmed dates	28 Jun 2027	2 Jul 2027	**€2,450.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.-**
Vienna Confirmed dates	19 Jul 2027	23 Jul 2027	**€2,940.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Barcelona Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,840.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Dubai Confirmed dates	30 Aug 2027	3 Sept 2027	**€3,150.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Cape Town Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,890.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Paris Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,860.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Frankfurt Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,650.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,890.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Amsterdam Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,540.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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