



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Training Methods that Work

Course Number: AXO84-009

Days: Self Study

Description: In this book, readers will learn 17 methods that can add variety to training sessions; how to enhance training exercises by incorporating three distinct stages of learning; how to apply nine key questions for selecting training methods; how copyright law may influence choices of training material; and much more.

Topic-Level Outline

PART I. Add Variety to Your Training

- Variety Helps Your Training
- What Training Methods Should You Use?
- Seventeen Training Methods
- How to Use This Book

PART II. Using Training Methods: A Foundation

- The Foundation for Using Training Methods
- Learning Cycle
- Adult Learning Principles

PART III. Preparing and Using Training Methods

- Selecting Training Methods
- Adapting and Writing Exercises
- Copyright Law
- Introduce, Conduct, and Process Training Methods
- Tackling Your Timing
- Evaluating Methods and Exercises

PART IV. Seventeen Training Methods That Work

- Method 1: Structured Warm-Up Activities
- Method 2: The Presentation
- Method 3: Reading Materials
- Method 4: Demonstrations
- Method 5: Video and Films
- Method 6: Note-Taking
- Method 7: Discussions
- Method 8: Questionnaires
- Method 9: The Fishbowl
- Method 10: Case Studies
- Method 11: In-Basket and Card Sorts
- Method 12: Role Plays
- Method 13: Role Playing a Case Study
- Method 14: Games and Other Structured Activities
- Method 15: Clinics
- Method 16: Critical Incidents
- Method 17: Structured Closure Activities

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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