

Training For Trainers



Inspire Others *Each and Every Day*

Whether you're looking for certification, in need of a beginner's boost or want the tips and tricks to put your career over the edge, [Schouten Training Training for Trainers](#) can get you there

.....to find out more, just take a look inside

"When I started the programme I wasn't even sure whether I wanted to become a trainer or why. I wanted to take it because it covered so many interesting topics: the Circle of Kolb, how to create a training programme, the Rose of Leary, dealing with conflict and confrontation, and being confronted with your own fear of making mistakes. After a great year, I looked back and realized: ***the things I learned I can use in my work as communications advisor*** and whether I become a trainer or not, the programme was worth following"

~ **Mirjam Lurvink**
Communications Advisor & Trainer
Lurvink Communications

"Recently, I ended a training programme I was giving by asking participants to describe their feelings using picture cards. One participant chose to describe herself as a kite. Before the programme, she wanted to fly but had no direction. Now, she not only felt she had found direction, but felt the sky was the limit. ***What better reward could I ask for?***"

~ **Joanne Zhang**
Chief Programme Officer
Schouten China

"I ***couldn't have done it without the coaching*** I received from the senior trainer. Their feedback and encouragement was invaluable. But also sharing experiences with the rest of the group through peer-coaching, I received so much encouragement and inspiration. It really helped me grow and become a strong trainer".

~ **Angelique Appel**
Freelance Trainer
Appel Consulting

The Key to Believing in You: from Intake Assessment to Career Support the Programme Keeps You Right on Track

You'll experience Schouten' Training's support from the moment you decide to take the programme. Your career path starts at an intake assessment. When our experienced trainer contacts you, they'll want to know exactly how the programme can meet your needs. During the assessment, you and your trainer establish:

- what training issues you face and what skills you want to develop: the answers become the goals that will guide your progress throughout the programme and after.
- what you can expect from the programme and how much of yourself you need to dedicate to get the results you want: both you and your trainer make a commitment to achieving your goals.
- whether you lack any necessary knowledge or experience: the trainer assesses whether you need to do any reading or practical assignments before starting the programme - so you're ready to go on day one!
- together, you establish how to stay on track with the Career Planner: you focus on your career results right from the start.

With Schouten Training's Training For Trainers Programme, you focus on your career results right from the start and stay focussed. Finishing the programme is just the start of your career journey. That's why Schouten offers post-programme career support. When you access Schouten Training's Online Training Platform, you join a substantial training community and receive:

- access to the Career Planner: you receive continued support to help you develop and reap the benefits of the Career Planner, helping you to stay on track.
- continued assurance of quality: all our trainers are re-assessed on a yearly basis at no cost to them. This helps keep you on track, ensures that you are part of a community of quality trainers and that training programmes reflect the needs of the workplace.

Schouten has the support you need to develop your passion and advance your career.



Focus On: John Schoorl - Shift Manager & Part-Time Trainer, Corus Steel Netherlands

John knew he had the knack for training. But after doing it part-time for just over a year, he decided it was time to improve and turned to Schouten Training Training For Trainer's Programme. He's never regretted his decision. He finds himself applying what he learned to every single training session.

He's even getting training requests from outside the company.

With all the constructive feedback he received, he went from satisfactory to superstar trainer: "The feedback I got from the trainers and participants was really great – it was clear and came from a fresh angle. The trainers taught me to stop trying so hard and just let the solution flow from me. The talent was there, I just had to tap into it".

So, what changed?: "Well, now the people I train feel the peace inside me. That helps create a safe, stable environment in which they can communicate and open up to change. Listening is the key and that's what I'm good at. The best reward I can think of is seeing others grow and change. Their positive energy is so beautiful, it's enough payment for me - but *laughs* don't tell my boss that".

Can John give an example of how he's used the skills he learned from the programme?: "Um, yes, while teaching management training to first line managers. They're really close to staff, so it's hard for them to balance leadership skills and stay genuine. They have to learn how to step into the manager role. The solution was to teach them to use situational leadership. I used the right material so they recognized the problem and the cycle was broken".

What advice would he give to someone who is interested in becoming a trainer and taking the programme?: "The first thing I would say is: believe in yourself. Draw on that belief to do what you want to do. Most of the people I know who did the programme started out wanting to learn more about themselves. The programme is the best way I know to do that. The answer is inside you all along. Remember: being a trainer is like celebrating a birthday each and every day!".

You're Training from Day One: Hands on Experience Built Right into the Programme Method and Structure

Schouten Training Training For Trainer's Programme isn't just a quick survey programme. With lots of time spent practising both in and outside the classroom, the structure of the programme provides a continuous interplay between theory and practise. You're building and improving on skills from day one.

With no more than 20 participants per group and 2 trainers, group members get a chance to connect while learning from participants from a variety of backgrounds.

The programme combines several different approaches to learning. The programme consists of:

Your Personal Development Plan: You begin the programme by mapping out a clear path to your learning and career goals. The process of career planning that started with the Career Planner is continued in the Personal Development Plan. Plus, reflecting on your Personal Development Plan links together all other components of the programme - supporting your development.

3 Modules: the programme is structured around 3 modules, each delivered over 4 full days. That's 12 training sessions and over 96 hours spent in-class under the guidance of an experienced trainer. The programme devotes lots of time to practising in-class, so that you can see the immediate connection between theory and practise.

Reading, written and practical assignments: A lot happens between modules to link theory to practise. You'll be assigned an average of 8 hours of study time between each module, plus practical assignments that always relate to the goals outlined in your Personal Development Plan.

24 hours of practical training experience: It's all about your passion for training! As part of the programme, you're required to actually help head practical training sessions with a second certified trainer. You experience first-hand what you're doing right and how to improve.

Peer-coaching: During the programme, you meet up with group members to discuss your progress and report on your experiences. After all, learning from each other is part of what group training is all about.

Online learning environment Your online learning environment supports you in learning during the programme and helps you to develop once you're done. In addition to the Career Planner, the online learning environment gives you access to online resources, assignments, peer contact and direct trainer contact throughout the programme and after.



Schouten lets you tap into your strength through experience – there's no better way

Connect and Truly Inspire a Change in Others: Find out How with the Programme Modules of Training for Trainers

Schouten Training Training For Trainer's Programme is built around 3 modules that focus on the role of the trainer, how people learn, how they learn in groups, how to change behaviour and how to design a programme to suit your client's needs. In each module, you practise training in-class, reflect on your learning goals and set two new action goals. These are goals you commit yourself to practising between modules. By the end of module one, you formulate a Personal Development Plan.



Module 1 Basic Training Skills & Personal Development Plan

In this first module, you receive an introduction to many of the most important skills needed to be a trainer. You also clearly formulate a Personal Development Plan, so that you stay on track during the programme and after. You focus on:

- The role of the trainer and what it means to be a transparent trainer
- The importance of setting learning goals for both trainer and participant
- Basic training skills which include presentation skills, active listening, the role of feedback and self-reflection as well as stress management
- The importance of peer-coaching

Module 1 Cognitive Theory, Assertiveness & Practising Skills

This module lays the theoretical basis for learning, introduces participants to more training skills and gives participants the opportunity to further practise training skills. This module covers:

- Learning theory
- The role of assertiveness
- The role of confrontation and intervention
- Functional analysis
- Practising the following training skills: bridging, lecturing, role-playing, leading a discussion

Module 2 Behavioural Change, Learning styles, How to Make Learning Fun

Teaches you about the processes behind behavioural change and what motivates or acts as an obstacle to those processes. You discover:

- How people change behaviour and what processes are involved in change
- What makes people want to change and what makes behavioural change difficult
- Learning styles: theory and analysis
- How to make learning fun

Module 2 Group Dynamics and Introduction to Programme Design

You discover how to facilitate learning using group dynamics and how to deal with resistance. You also receive an introduction to programme design. You focus on:

- How people learn in groups and how to use group dynamic to facilitate learning
- How to deal with resistance in groups and difficult situations
- Bridging
- The different levels of communication
- How to design a training programme for different types of people from different backgrounds

Module 3 Interaction and Behavioural Change: Methods and Techniques

Teaches you how interaction can be used to change behaviour as well as how to apply interactive methods and techniques. This module covers:

- How to apply methods and techniques: confrontation, role-play/drama, intervention
- How to apply practically-oriented/interactive tools
- How to deal with conflict and practise dealing with conflict styles
- Practising giving feedback

Module 3 Programme Design and Meeting the Needs of the Client

Finally, this module puts it all together so that you know not only how to deliver great training programmes or sessions, but also how to create them to meet the client's needs. You learn:

- How to design a customized corporate training programme: how to write a training scenario, design exercises and choose the right approach to meet client needs
- How to identify client needs and help clients formulate goals: using SMART goals, intake assessments and diagnostic models
- How to diagnose problems within an organisation
- How to evaluate a programme, programme or training session

Examination & Programme Evaluation

The programme evaluates both theoretical knowledge and practical application, so you walk away knowing how to provide a quality training programme. You're evaluated on the basis of:

- A final exam consisting of a theoretical portion and a practical portion: you design a training programme
- Attendance and participation
- Written assignments
- A test after each module
- Your participation in peer-coaching and your peer-coaching reports
- A practical training placement: 24 of hours practical training experience

Fees, location and accommodation

For detailed information regarding programme fees, location, the cost of reading materials and accommodation, please contact Schouten Training via e-mail or telephone.

The time frame in which the programme is delivered varies according to the needs of the group. For instance, the programme may be held over a period of 6 months with one module per month, or over a shorter period. Please contact Schouten Training to find out when the next programme is being held in your area.

Your Journey Just Might Start at Our Free, No Obligation Workshop

If you're not sure whether training is the right career for you or whether Schouten Training Training For Trainer's Programme is the right programme for you, why not sign up for our free, no obligation workshop?

Our trainers love to share their insights into what makes them so passionate about training and what career opportunities are out there. They can advise you as to whether Schouten Training Training For Trainer's Programme will meet your expectations and needs. In addition, our training methods are built into the workshop, so you can experience them first-hand. That's Schouten support!

Don't wait any longer to connect and truly inspire a change in others – take that first step towards training with total confidence.

"What really impressed me was that the programme looked at real challenges my group regularly faces at work. By re-constructing those situations and trying out alternative behaviours, it helped us become aware of the impact of our behaviour. So next time I'm faced with a similar situation, I can make the conscious choice. But this affects my personal choices too".



About Schouten Training

Schouten Training has more than 30 years experience in the field of training and coaching people in organizations.

With their head office in the Netherlands and branches in China, USA, Germany, Switzerland, Poland and Belgium they currently employ more than 600 staff and work with an additional 2,000+ free lance professionals worldwide.

They support corporate management all over the world achieving their goals in global markets, by focusing on organizational development and the necessary development of their leaders and employees.

The core competence of Schouten Training is the implementation of change, for which they provide a scope of soft skills management tools and services.

Schouten Training can help your organization identifying solutions and focusing on their implementation through training, consulting, research, support and coaching.

For more information please visit www.schoutentraining.com

About Schouten Training Vietnam

Schouten Training is expanding her business in Vietnam with Mr. Jos Langens, General Director of VNR Business Support.

Jos Langens obtained his masters in Psychology (Organizational Behavior, with his thesis on Conflict Management) at the University of Utrecht in 1992. After having worked for two years as a Consultant in a Dutch bank, he switched his career to become a financial advisor in the Mid-Corporate field.

The major part of his career Jos worked at ING Group (Banking/Insurances), in positions as Relationship Manager (Mid-Corporates), Sector Manager Business Development (Head Office, Amsterdam) and General Manager Marketing (ING Vysya, Bangalore) .

In 2005 Jos relocated to Vietnam where he started VNR Business Support in 2007.

One of the main activities of VNR Business Support is to support foreign companies to start and develop their business in Vietnam.

For more information please visit www.vnr-business-support.com

For more information please contact:

VNR Business Support
Unit 208, 4 Dong Khoi Street
District 1, Ho Chi Minh City
Vietnam

Telephone: +84 (0) 8 382 763 98 (ex. 103)
Mobile: +84 (0) 903 727 059
E-mail: jos@vnrbs.com
URL: www.vnr-business-support.com