

# Survival Skills for the New Trainer

If you are thinking about becoming a trainer, or have started doing some training already and want to know more about what will help you to become an excellent trainer, this workshop will help. This one-day workshop is designed as an exploration of the essential skills that trainers need to develop, and to get you started in the learning process in an interactive and fun environment.

## What Will Students Learn?

- ✓ Understand the essential background for trainers to have
- ✓ Explore how being genuine enhances training
- ✓ Identify the elements of good questions
- ✓ Understand how to apply listening skills
- ✓ Develop rapport building strategies
- ✓ Recognize key skills in a trainer's toolbox and identify skill areas for development

## What Topics are Covered?

- ✓ What makes a good trainer?
- ✓ Personal best, professional best
- ✓ Being genuine
- ✓ Assertiveness skills
- ✓ Asking the right questions
- ✓ Listening skills
- ✓ Connecting with people
- ✓ Defusing difficult participants
- ✓ Essentials for success
- ✓ Do's and don'ts for new trainers

## What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion

## Pre-Registration Information

Yes! I would like to attend **Survival Skills for the New Trainer!** Sign me up for the following session:

- Midrand, Gauteng
- Cape Town, Western Cape

- All workshops are from 8:30 a.m. until 4:30 p.m.
- Cost: R1150.00 per person
- Prices and dates are subject to change.

## Your Information

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Salem Consulting

191 Bekker Road,  
Midrand, Gauteng  
South Africa, 1686

Mobile phone: (+27) 063 275 6513

Fax: (+27) 086 617 6110

Web Site: [www.salem-consulting.co.za](http://www.salem-consulting.co.za)