

**Duration:** 2 days

**Delivery Type:** Instructor-led Classroom

## Audience

- Consultants and project team members responsible for training end-users of SAP.
- New trainers to help to provide confidence and competence in preparing and delivering training.

## Goals

Participants will be able to prepare, deliver and review effective SAP training by: - Applying adult learning principles to a training session. - Designing a structured training plan which helps trainees learn key knowledge & skills. - Delivering active, enjoyable and effective training based on adult learning principles and clear objectives and planning. - Feeling and looking more confident delivering training. - Defining strengths and weaknesses as a trainer via feedback & evaluation and then minimise weaknesses & improve training skills with practice. - Identifying group and individual training needs.

## Content

- Principles of Adult Learning applied to effective training
- Designing structured training sessions
- Identifying needs and evaluating training effectiveness
- Introduction to various SAP training support tools
- Delivering active, participative and effective training
- Key training methods, approaches and resources

## Notes

Nil

### Contact Us

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