Quality Training, Quality Results!

TRAIN THE TRAINER
LEARNER WORKBOOK

Welcome _____!

Congratulations! You are stepping into an essential role that emphasizes quality and safety. As a trainer, you will not only assist others in developing their skills but also maintain the high standards set by Alcon. Your commitment and dedication will be the driving force behind the success of those you train.

This program will provide you with the tools, strategies, and core principles of effective training. You'll learn how to deliver clear, compliant, and engaging instruction that supports both operational efficiency and regulatory excellence. By becoming a strong trainer, you help ensure every product, every process, and every person meets the highest standards.

Using Your Workbook

This workbook is your companion throughout the training. Inside you'll find practical exercises, reflection prompts, and resources to support your development. Whether you're new to training or looking to enhance your skills, this program is built to help your deliver impactful experiences to others.

Learning Objectives

By the end of this session, you should have a better understanding of:

1. Adult learner principles and their importance

2. Role and responsibilities as a trainer

3. The framework of Alcon Training Method (ATM)

4. How to train and certification expectations

01 MODULE OVERVIEW

Understanding the Role of a Trainer

By the end of this session, you should have a better understanding of:

> Understanding Adult Learning Principles (Andragogy)

> Role & Responsibilties of a Trainer

02 UNDERSTANDING THE ROLE OF A TRAINER

an·dra·go·gy (n.) the art and science of adult learning

What is andragogy?

The learning theory explains how adult learning differs from that of children. The goal is to recognize the unique characteristics of adult learning and determine which learning styles are the most effective for them.

6 Principles of Andragogy

01 Self - Concept
Adults need to be involved in the planning and evaluation of their instruction.

02 Experiences
Adults have a wealth of experience that should be considered in the learning process.

03 Readiness to Learn
Adults are most interested in learning subjects that have immediate relevance to their work or personal life.

04 Orientation to Learning
Adult learning is problem-centered rather than content-centered.

05 Motivation to Learn
Adults respond better to internal versus to external motivators.

06 Need to Know
Adults to need to know the reason they're learning something.

trai·ner

(n.) a person who trains people or animals

What is trainer?

A trainer's role is to help employees develop skills and knowledge to meet business goals. They are critical to the organization's workforce growth and development.

Roles of The Trainer

> The role of the trainer isn't singular, and described by the KERP Model

> Trainers tend to adopt a preferred role that works best for them and their learners.

LEARNR FOCUS
Experiencing

ACTION FOCUS
Acting

MEANING FOCUS
Reflecting

The Coach
Guides and motivate learners through instruction to meet goals.

The Facilitator
Uses discussion and engagement as a learning method.

The Evaluator
Analyze and provide feedback throughout instruction.

The Expert
Use evidence and expert knowledge to communicate training.

SUBJECT FOCUS
Thinking

How have you played your *role*?

Reflect on some of the responsibilities you've taken on using the KERP model.

THE COACH

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THE FACILITATOR

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THE EVALUATOR

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THE EXPERT

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Which Characteristics *best* describes you?

Use the clues to fill in the words. Words can go across or down.

Across
2. Showing strong commitment to a cause, task, or purpose.
3. Possessing a deep understanding or expertise in a particular area or subject.
4. Being friendly and easy to talk to, encouraging others to engage or communicate.
7. Acting or performing in a reliable and uniform manner over time, maintaining a steady approach.
8. The ability to adapt easily to new situations and changes, often adjusting plans or approaches.
10. Showing consideration and regard for others' feelings, rights, and traditions.
11. The ability to introduce new ideas, methods, or products, often leading to creative solutions.
13. Having a systematic approach to tasks, maintaining order and efficiency in processes.
14. Being ready and well-equipped to handle situations or tasks, often through prior planning.

Down
1. Demonstrating a high level of skill, competence, and behavior expected in a particular field.
5. Taking responsibility for one's actions and decisions, being answerable to others for outcomes.
6. Exhibiting self-assurance and belief in one's abilities and judgment.
9. Being reliable and trustworthy, consistently fulfilling commitments and responsibilities.
12. Demonstrating enthusiasm and drive to achieve goals or complete tasks.
14. Maintaining an optimistic and constructive attitude, focusing on favorable aspects.

Notes

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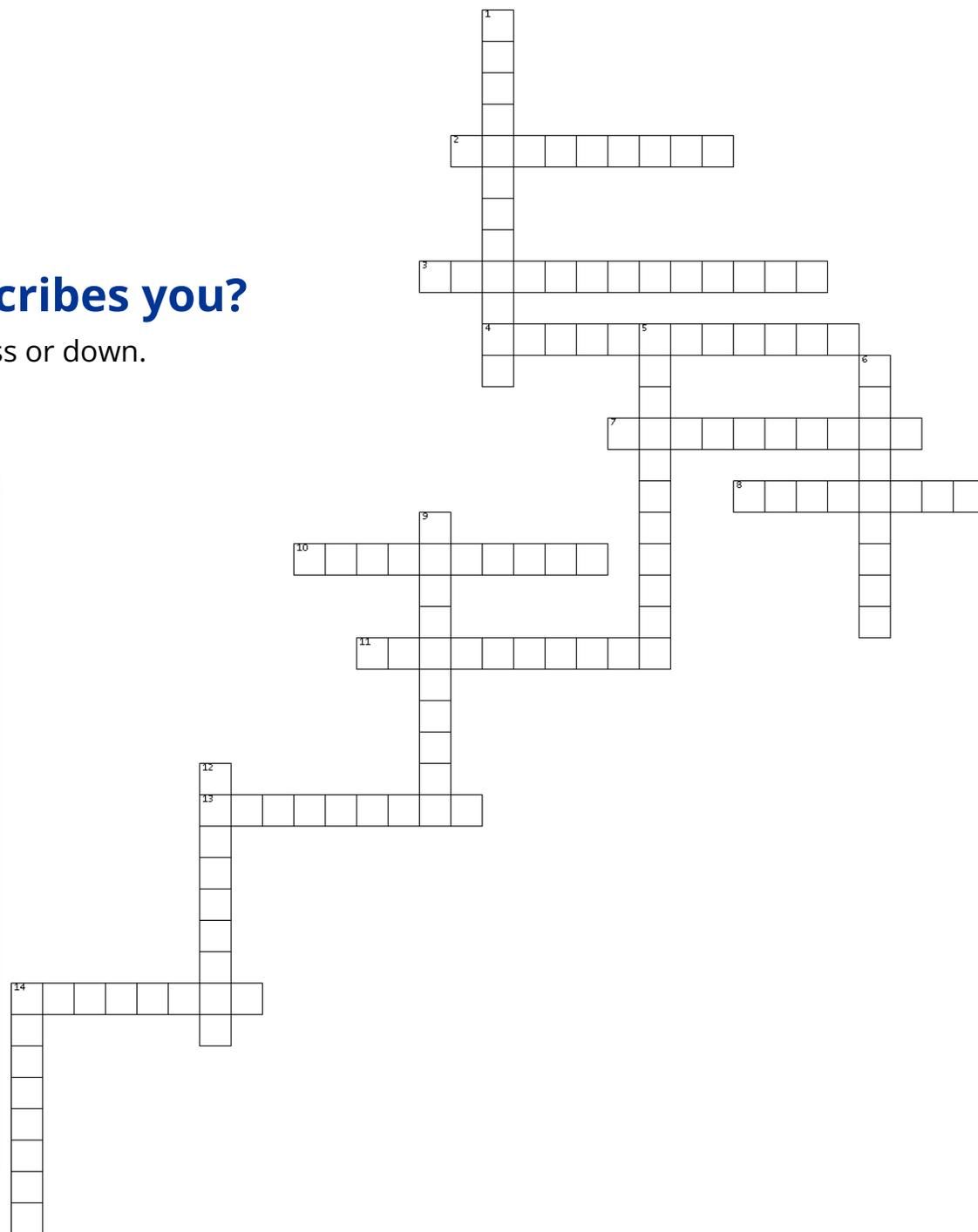
Understanding the Learner

By the end of this module, you should have a better understanding of:

> Types of Learners

> Effective Communication

learn·er

(n.) a person who is trying to gain knowledge on a subject or skill

What is the role of a learner?

The learner is an active participant in the teaching and learning of activities. Learner responsibilities include:

✓ Actively listening to others

✓ Reading course or training material

✓ Discussing ideas

✓ Observing and striving for understanding

VARK MODEL
TYPES OF LEARNERS
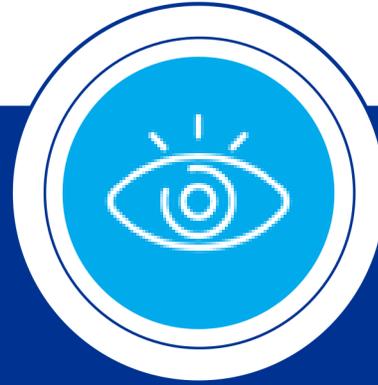
VISUAL
Depiction of information using symbols, graphics, etc.

AURAL / AUDITORY
Information that is heard or spoken.

READ / WRITTEN
Information displayed as words

KINESTHETIC
Refers to experience or practice.

Multimodal
LEARNERS

Multimodal learners are flexible in their learning and communication preferences and can switch from modality to modality depending on what they are working on.

Creates an exciting learning environment, which leads to increased engagement.

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Refers to experience or practice.

com·mu·ni·ca·tion

(n.) the exchange of information or news

How does communication work?

Every communication involves (at least) one sender, a message and a recipient. This may sound simple, but communication is actually a very complex subject.

Explain It to a 10-year Old

Pair up with your group and write a job or activity as if you were explaining it to a 10-year old. Communicate it clearly, free from jargon, and in an engaging manner.

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