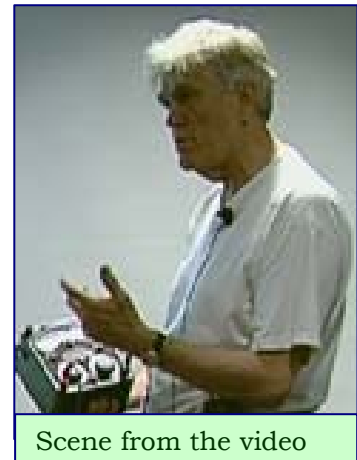


# TRAIN THE TECHNICAL TRAINER

## How to Plan and Lead a 'Train the Technical Trainer' Course

This note is principally for people involved in staff training and development, managers and technical staff who want to pass on what they have learned on the HEaTED course.

The [Train the Technical Trainer](#) (TtTT) course is part of HEaTED's mission to create a culture whereby technicians' direct involvement in the planning and delivery of training is seen as synonymous with a high commitment to professional practice. It lies at the heart of what HEaTED is trying to achieve on a National scale. If we succeed, technicians and allied staff will be part of the solution, whereby the yawning gap in the provision of appropriate technical training in universities can be filled. That is why HEaTED has developed materials to enable people to plan and to lead their own version of the TtTT course. These include:-



- a video, and an associated trainer guide on how to conduct the ensuing exercise that involves participants.
- prepared materials supporting the above.
- guidance on the options for the TtTT course content.
- supporting resources (accessed via the HEaTED web site).
- TtTT course planning guidance
- materials for a follow-up practice session

Nb Advice on how to apply these resources can be obtained from Ken Bromfield [ken.bromfield@heated.ac.uk](mailto:ken.bromfield@heated.ac.uk) or Skype [ken.bromfield937](#)

Universities receive a regular update on a range of [technical and specialist training events](#) via Michelle Jackson. [michelle.jackson@heated.ac.uk](mailto:michelle.jackson@heated.ac.uk)

Ken Bromfield, February 2010