



# TRAIN THE TRAINER

How to teach programme  
for Resident Doctors

Delegate Handbook  
2025-26



# About the Train the Trainer Course

This course is UKFPO approved, and we thank the Severn deanery who have provided us with their course slides.

This handbook will help guide you throughout the course providing an overview of topics covered as well as tasks to be completed outside of the course.

This course consists of 6 Sections.

Sections 1, 2, & 4 are combined into a live virtual or in person 4.5h (with breaks) session, and then you will need to register *separately* for Section 6.

Sections 3 & 5 are pre-recorded on PGVLE. To get access please fill in this form: <https://forms.office.com/e/EC2yZgzcTs>

Sections 6 is completed separately. We recommend that you book the two sections within three months of each other.

***BEFORE* you attend Section 6:**

- **Section 1 – 5 MUST be completed;**
- **Practical components must be completed;**
- **Your presentation must be ready.**

For the registration booking links can be found on: [HUB Events | East of England](#) under the Train the Trainers Tab.

Please make sure to join the virtual online sessions on time. If you are more than 10 minutes late, you will not be admitted to that session, and you will have to rebook. Please make sure your microphones are working and cameras are switched on.

The pre-course questionnaire can be found here: <https://www.smartsurvey.co.uk/s/XWR2A5/>

Please fill this out prior to attending the first session.

# COURSE OVERVIEW

## **Section 1: What Makes Good Teaching?**

Live session (virtual or in person)

## **Section 2: Large and Small Group Teaching**

Live session (virtual or in person)

## **Section 3: Teaching Practical Skills**

Pre-recorded on PGVLE

- a) Asking Questions
- b) Feedback
- c) Practice
  - i. Facilitating VR
  - ii. Simulation
  - iii. Core Procedures

## **Section 4: Managing Teaching**

Live session (virtual or in person)

## **Section 5: Managing Online Teaching**

Pre-recorded on PGVLE

## **Section 6: Final Presentation and Q&A**

Live session (virtual or in person)

## Section 1: What Makes Good Teaching?

This session will be delivered live via MS Teams (or in person). This the interactive session will last for approximately 1 hour within the half-day and you will be involved in group discussion and tasks to perform.

Participants will be asked to reflect on their confidence in teaching and share their experiences and these reflections with the group.

## Section 2: Large and Small Group Teaching

This session will be delivered live via MS Teams (or in person). This interactive session will last for approximately 1.5 hours within the half-day and will involve group discussion and tasks to perform.

You will then be asked to perform the practical component of section 2 at your individual trusts.

The task will be to attend a small or large group teaching session and critique it based on the principles covered on the course. This will need to be uploaded on your e-Portfolio.

You will need to show both of these to your educational supervisor/FTPD who ultimately will sign you off in completing this course.

## Section 3: Teaching Practical Skills

Section 3 of this course is pre-recorded with video recordings prepared by faculty. These videos are available to view via PGVLE. Ideally you should try and arrange to view these videos as a group to enhance your learning.

Section 3a and 3b are mandatory for all participants and you will be asked to choose one topic under Section 3c which will cover:

- I. Facilitating VR
- II. Teaching Simulation
- III. Teaching Core Procedures

These videos can be accessed asynchronously and completed in any order. Any questions that may arise can be answered in the Section 6 Q&A Session, which will be accessible after completion of the first five sections of this course.

To complete Section 3, you will be asked to plan and deliver a teaching session using the principles outlined in the course. This could be in delivering a session on core procedures, simulation, or virtual reality (VR).

Peer feedback is important so please ensure you gain adequate feedback and reflect on both the positive and aspects that need improving. This again will need uploading on your e-Portfolio and you can use the **Developing the Clinical Teacher** form for this.

Highlight on the form that this is the task for the Train the Trainer course.

## Section 4: Managing Teaching

This session will be delivered live via MS Teams.

Section 4 will last for approximately 1.5 hours and involve group discussion.

## Section 5: Managing Online Teaching

This session is delivered via pre-recorded video on PGVLE which can be accessed asynchronously at any time during the course.

After you have attended and completed tasks set out in the course, you will be invited to a Live section 6 Q+A Session where any questions can be answered and further discussion of what you have learned can be facilitated by the faculty.

## Section 6: Virtual Online live session

This session will last for approximately 1.5 hours. For this session, you will need to prepare a 2-minute presentation/ reflection on the course including things you have learnt during the course, what you may change for future sessions or implement in your practice, and what you might like to improve about the TTT programme.

This can be presented live during the session, or you can create a pre-recorded video to share. You can be as creative as you want, and this may be recorded and used for promotional purposes.

## Sign Offs and Certificate

After completion of the course, the following link must be used by your Educational Supervisor/FTPD for sign off, and a completion certificate will then be produced. **Please download the certificate.**

You may find it helpful to familiarise yourself in advance with what information your ES/FTPD needs to complete your sign-off. **The sign off link is below:**  
<https://www.smartsurvey.co.uk/s/TTTsignoff/>

## Your Feedback

We would sincerely appreciate it if you would give us feedback on the sections and/or session. Please find the relevant feedback links below:

**Section 1, 2 & 4:** <https://www.smartsurvey.co.uk/s/XSPB4Q/>

**Section 3 & 5:** <https://www.smartsurvey.co.uk/s/YML2K3/>

# FAQs

## Overall

- Q:** Is there a deadline to complete the practical components?
- A:** Practical components will need to be completed before Session 6, before being signed off for the course. We strongly recommend that you book your sessions within three months of each other and obtain study leave as quickly as possible, mindful of potential teaching commitments in the time between.

## Critiquing a small or large group teaching session

- Q:** Can I use an online session to critique?
- A:** Yes, online sessions can be used to critique.
- Q:** Where should I document my critique?
- A:** The critique can be on a word document, which is then uploaded on your Portfolio.

## Delivering Teaching and Reflecting on Peer Review

- Q:** Can I use an online session to deliver my teaching for peer review?
- A:** Online session can be used as a last resort as the topics presented in Section 3 should ideally be used for delivering a teaching session (VR, Simulation, Core procedures).
- Q:** Can I use prior peer reviewed teaching I have done?
- A:** Prior teaching can be used if you are finding it difficult to arrange any new teaching sessions.
- Q:** Is there a minimum number of students I need to teach for this practical component?
- A:** The minimum number should be 3 students/peers as that is normally the number ideal for any bedside teaching.
- Q:** Do I have to complete the live sessions in order?
- A:** You can complete Sessions 1-5 in any order, but **Session 6 (Q&A) must be last.**

## Contact Details

If you have any questions/queries regarding the course please email:  
[papworth.PGME@nhs.net](mailto:papworth.PGME@nhs.net)