



# HM185: Certified Train the Trainer: Master Trainer Program



## Training Description:

Certified Train-the-Trainer is a highly interactive course developed to provide participants with all the skills necessary to facilitate an effective training session and to equip the participants with the latest trends & techniques on how to prepare, organize and deliver this with confidence and success.

This intensive training course is designed to provide participants with an **up-to-date overview of preparing, delivering and evaluating training in a professional manner**. It covers the active adult learning, assessment, objectives, experiential learning and active training; the training need analysis and the types of training materials; developing course content and selecting training materials and audio visuals; the characteristics of successful trainers; the effective communication and reading body languages; dealing with difficult participants; presentation skills; delivering with confidence and persuasive presentations; the confidence and self-esteem; the efficient use of instructional time; and motivation.

Whether you are training for a while or never stepped onto a platform before, you will learn how to build your confidence as a trainer with useful approaches on how to manage your fears, engage your audience, maximize their participation, and deal with challenging situations & difficult people that you may encounter on your training sessions.

## Training Objectives:

By the end of the training, participants will be able to:

- ✓ Get certified as a “*Certified Trainer*”
- ✓ Discuss active adult learning, implement experiential learning, assessment, objectives and communicate effectively
- ✓ Explain training need analysis
- ✓ Improve presentation skills and training styles and techniques
- ✓ Prepare training materials, develop course content, illustrate training methods, tools and their use, identify the characteristics of successful trainers and perform effective communication
- ✓ Identify the types of training materials and training material needed
- ✓ Determine what’s new in training and explain training evaluation
- ✓ Deliver with confidence and persuasive presentations
- ✓ Read body languages and deal with difficult participants
- ✓ Carryout presentation skills and develop the attitude of a successful public speaker
- ✓ Present content and context as well as identify the do’s and don’ts in delivering aids and slides
- ✓ Review handouts and facilitate presentations and activities
- ✓ Perform opening exercises, brain-friendly lectures and lecture alternatives
- ✓ Determine the target audience and apply methods of persuasion
- ✓ Describe trainer’s voice characteristics, perform experiential activities and extend the value of training
- ✓ Carryout confidence and self-esteem as well as the efficient use of instructional time
- ✓ Identify the factors of training motivation and review feedback as motivation
- ✓ Shift from training to performance and deal with nervousness
- ✓ Practice relaxation exercises, ask questions, evaluate training and facilitate presentations and closing activities



### **Course Competencies:**

#### **Training Preparation:**

- Ability to determine training needs, evaluate and assess training, structure and plan successful courses from material design through to using training media

#### **Training Delivery:**

- Possesses the skills and knowledge appropriate to the required training programme. Able to employ a wide range of delivery styles, including the use of modern technology and an interactive methodology, in order to meet the different learning styles of audiences and to capture their interest and involvement

#### **Training Evaluation:**

- Sets clear objectives for training and continuous learning programmes and defines qualitative and quantitative outcome criteria in order to judge effectiveness. Employ a wide range of data collection techniques on which to evaluate quality and effectiveness of the training, the trainers and the continuous learning outcomes.

### **Training Designed for:**

This course is intended for persons who work in a training or supervisory role and wish to develop their instructional skills or for those who are entering the training environment or established trainers who wish to hone existing skills.

### **Training Program:**

#### **DAY ONE:**

- ❖ PRE-TEST
- ❖ Introduction to Training
- ❖ Active Adult Learning
- ❖ Assessment
- ❖ Objectives
- ❖ Experiential Learning
- ❖ Planning Active Training
- ❖ Training Need Analysis
- ❖ Types of Training Materials
- ❖ Training Material Needed
- ❖ Recap
- ❖ Lunch & End of Day One

#### **DAY TWO:**

- ❖ Develop Course Content
- ❖ Selecting Training Materials
- ❖ Audio-visuals
- ❖ Characteristics of Successful Trainers
- ❖ Effective Communication
- ❖ Exercise: How do You Read Body Languages?
- ❖ Dealing with Difficult Participants
- ❖ Presentation Skills





- ❖ Developing the Attitude of a Successful Public Speaker
- ❖ Recap
- ❖ Lunch & End of Day Two

#### DAY THREE:

- ❖ Presentation Content & Context
- ❖ Delivering Aids / Do's & Don'ts
- ❖ Slide Do's and Don'ts
- ❖ Handouts
- ❖ Facilitating Presentations & Activities
- ❖ Opening Exercises Brain-friendly Lectures
- ❖ Lecture Alternatives
- ❖ Delivering with Confidence
- ❖ Recap
- ❖ Lunch & End of Day Three

#### DAY FOUR:

- ❖ Subjects of Persuasive Presentations
- ❖ The Target Audience
- ❖ Methods of Persuasion
- ❖ Trainer's Voice Characteristics
- ❖ Experiential Activities
- ❖ Extending the Value of Training
- ❖ Learner Confidence and Self-Esteem
- ❖ Efficient use of Instructional Time
- ❖ Factors of Training Motivation
- ❖ Recap
- ❖ Lunch & End of Day Four

#### DAY FIVE:

- ❖ Feedback as Motivation
- ❖ Shift from Training to Performance
- ❖ Training Anxieties
- ❖ Dealing with Nervousness
- ❖ Relaxation Exercises
- ❖ Asking Questions
- ❖ Evaluating Training
- ❖ Facilitating Presentations & Activities
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

### Training Requirement:

**"Hands-on practical sessions, equipment and software will be applied during the course if required and as per the client's request."**





**Practical Sessions** - This hands-on, highly-interactive training includes real-life case studies and exercises.

Please note that the above topics can be amended as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

### Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

### Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

### Training Fees:

**As per the course location** - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01<sup>st</sup> of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

### Training Timings:

#### Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

**For training registrations or in-house enquiries, please contact:**

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Training & Career Development Department

