



HM067: Certified Train the Trainer: *From Design to Delivery*

Training Description:

Trainers are the centerpiece of a memorable and successful training session. This intensive training course aims at providing trainers with the knowledge and skills required to design and deliver their training sessions. A trainer's journey on this course begins with an understanding of how adults learn and covers various learning styles, skills of trainers, various learning methods, activities and exercises, the designing of training programs and ends with the delivery of training.

The training course uses a hands-on approach. Participants will be asked to design and develop a mini training session and deliver it while being video-taped for playback and personal development purposes.

Target Competencies:

- Training design and delivery
- Presentation
- Non-verbal communication
- Public speaking
- Rapport building
- Listening skills

Training Objectives:

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

- ✓ List various adult learning principles and their implications on the delivery of training
- ✓ Identify and develop skills required in successful trainers
- ✓ Examine training methods and determine the most appropriate one for their training workshops
- ✓ Write specific Instructional Learning Objectives (ILOs)
- ✓ Apply training models in the design and delivery of training programs
- ✓ Develop blueprints for training sessions
- ✓ Plan and deliver a training session relevant to their areas of expertise

Training Designed for:

This course is intended for all Officers, Specialists, Team Leaders, Business Partners, Line Managers and Trainers involved in classroom and on-the-job training.

Training Requirement:

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

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ Introduction
- ❖ Adult learning and learning styles
 - Assumptions and principles of adult learning
 - Adult learning assumptions
 - Characteristics of the adult learner

- What we know about adult learning
- Adults motivation to learn
- Learning styles and their importance
- Audience analysis
- Research findings about learning
- Implications for the trainer and the learner

DAY TWO:

❖ Characteristics of successful trainers

- Roles of a trainer
- What makes a good trainer?
 - Your image
 - Asking the right questions
 - Building rapport with participants
 - Your listening skills
- Facilitation skills
 - Dos and don'ts of successful trainers
 - Common facilitation techniques
 - Your role as a facilitator
- The assertive or the aggressive trainer?
- Types of trainers

DAY THREE:

❖ Training methods, activities and exercises

- From brainstorming to case studies
- Advantages and disadvantages of different methods
- Guidelines for choosing a training method
- Types of interactive activities
- General guidelines on developing activities
- The element of creativity
- Examples of icebreakers, energizers and review activities

DAY FOUR:

❖ Designing training programs

- Characteristics of an effective training program
- Importance of Instructional Learning Objectives (ILOs)
- Main elements of program design
 - The 'ROPES' model
 - A 5-step model for creating terrific training sessions
- Preparing an outline for a training session
- Skeleton of a key point
- Developing your opening
- Tips for a memorable ending
- Blueprint for a training session

DAY FIVE:

❖ Presenting and delivering effective training

- Tools available to trainers

- Training facility set-up
 - Control of body language
 - Ways to get attention and maintain interest: the main Tabascos
 - Coping with problem participants
 - Delivery and critique of training sessions
- ❖ Course Conclusion
 - ❖ POST-ASSESSMENT and EVALUATION

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, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

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

Training Fees:

TBA 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 01st 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 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

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

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Training & Career Development Department