CERTIFIED
Train the Trainer

Course Introduction:

This is not a typical train the trainer program as aside from teaching participants to be great trainers by learning how to conduct training at a high energy level with powerful results. It uses creative training techniques which provide you an opportunity to practices what you have learned and perfect that in "mock up" sessions before going into real practice. It comes with on-the-job assignment.

This program is designed for immediately be able to make significant transformations as a Trainer. It would be also be a very good foundation for anyone who had certain expertise but no prior training experience.

Highly practical and intensive, the program has with practical class assignments and on-the-job assignment for certification purposes.

Participants will be certified upon completion of the program based on individual assessment for the certification.

Participants will have hands-on experience in design and delivery the program identified by organization. Finally there are certified using the **SWAY model** for the presentation performed by individual.

MEDC selected participant will be equipped with professional skills, knowledge to develop and train in-house programs for employees.

Course Objectives:

By the end of the program, participants will be able to:
- Learn how adult learning theory and principles of learning
- Outline a TNA framework
- Select appropriate methods to carry out a TNA
- Learn the **learning cycle** and the importance of setting out learning / **training objectives** using a **MAPING TOOLS**.
- Apply effective communication skills in teaching and training.
- Identify the suitable training methods to the learning needs.
- Select the appropriate training aids relevant to the subject proper
- Apply the **ISD Model** and **ADDIE 9 stage model** for effective designing training programs
- Learn the various techniques to make training entertaining and how to build the entertaining elements into it.

- Know how adults learn and how to incorporate knowledge and competencies into training.
- Design and delivery training program using the **SWAY Model**

Who Should Attend?

- Perfect for new trainers or managers looking to provide an in-house training solution.
- We ask that delegates prepare a short training session for the first day of the course.

Course Outline:

INTRODUCTION TO TRAINING

- Training definition
- Learning / Training Objectives
- The Importance of Training

TRAINING MANAGEMENT

- The Role of Trainers
- Competency of Trainers

THE TRAINING CONCEPT

- Adult Learning
- Principle of Learning
- Learning log

THE TRAINING CYCLE

- Instructional Techniques
- Barriers to Effective Learning

ICE BREAKERS AND EXERCISE DEVELOPMENT

- Variety of ice breaking activities
- Techniques of developing variety ice breakers & exercise

TRAINING NEEDS ANALYSIS

- TNA Process and Overview
- 3 Phase process
- Case Study: Training needs identification @ 3 levels
- How is the outcome analysed
- Writing a Training needs analysis report for the organizational training plan

COMMUNICATION SKILLS FOR TEACHING-TRAINING

- Effective communication skills – Verbal & Written
- Activities – Practice communication skills
- Exercise – How to communicate with participants
- Questioning skills and developing Q&A
- Exercise – Techniques in Q&A

DESIGNING TRAINING PROGRAM

- What is **ISD** and **ADDIE MODEL**
- 9 Stage approach in designing training program
- HANDS-ON exercise on designing training program

IDENTIFICATION OF INDIVIDUAL TRAINING PROGRAM

- Selection of training program for design work
- Exercise

DESIGNING TRAINING PROGRAM USING THE MODEL

- Individual activity
- Presentation
- Group activity
- Presentation
- Feedback

PREPARATION OF TRAINING SESSIONS

- Developing lesson plans
- Input outline and schedule plans – using format
- Managing the training session
- Managing training venue

PRESENTATION PREPARATION

- Design and develop the visual aids
- Techniques in the development
- Exercise and presentation

SWAY MODEL

- 15 BEHAVIOUR model in the presentation
- Practices using them and feedback
- Exercise – individual activity

DEVELOP FG AND PG FOR FACILITATOR

- Individual preparing PG
- Individual preparing FG
- Presentation – individual
- Review and feedback

DEVELOPING LEARNING MODULES

- Format and prepare the learning materials
- Structure sequence and learning points

INDIVIDUAL AND GROUP PROJECT

- Identification of project
- Briefing and action plans
- GANTT chart for project implementation

PRESENTATION TECHNIQUES – SWAY Model

- How to practice and control the environment
- Eye contact and vocal techniques
- Question and Answer techniques
- Making a difference
- Exercise and feedback

LEARNING RESOURCES AND TECHNIQUES

- Competence-based learning
- Training approaches
- Coaching and Mentoring

POST TRAINING MANAGEMENT

- Evaluation process – various stages
- Evaluating the Training Sessions
- Post Training Implementation Plan
- Measuring of the Training Impact
- Return of Training Investment

PREPARE PRE/POST ASSESSMENT

- Develop pre/post assessment – for each program
- Learn various assessment methodology
- Practice hands-on for developed training session

PROJECT ASSESSMENT / EVALUATION

- Project Presentation – individual
- Individual – Develop PG and FG for training program identified
- Complete the topics and develop presentation package
- Activity – Note participant are required to complete the assignment

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

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