

# Certified Courses



# Train the Trainer From Design to Delivery

## Why Attend

- Trainers are the centerpiece of a memorable and successful training session. This 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.

## Course Methodology

- The course uses a practical and 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.

## Course Objectives

By the end of the course, 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

## Target Audience

- Officers, specialists, team leaders, business partners, line managers and trainers involved in classroom and on-the-job training.

## Target Competencies

The competencies targeted in this course are

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

### 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

### Characteristics of successful trainers

- Roles of a trainer
- Characteristics of 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

### 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

## Designing training programs

- Characteristics of an effective training program
- Importance of 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

## 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
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