

# Train The Trainer Course



An intensive workshop developed to prepare participants in improving training delivery and build confidence in them. This Train the Trainer program will help beginners and practicing trainers develop and improve their individual styles of training, while equipping them with the skills that are necessary to create interactive, experiential and effective learning environments. With objectives to understand the training process, how adults learn and the application of training skills in a variety of working situations, to learn to enthuse trainees and challenge them to create an interest and stimulation in your course, to be confident in planning and designing training courses, to develop own training style, to learn effective presentation skills and to learn to be good listeners

## Course Contents

### 1. PLANNING, ORGANIZING AND SCHEDULING THE PROGRAM DELIVERY

- Organizing the Venue
- Planning and scheduling for the program delivery
- Inviting Participants
- Preparing and producing materials required for the program
- Obtaining, checking and preparing equipment and media Preparing himself or herself to training delivery

### 2. PREPARING AND ADAPTING THE PROGRAM CONTENT TO MEET THE NEEDS OF THE TARGET PARTICIPANTS

- Adapting the program content to Audience needs

- Adapting the messages, examples and metaphors to Participants of the program
- Tailor-making the Participant materials and visuals to the Audience

### 3. ESTABLISHING AN ATTITUDE TO LEARNING AND DEVELOPING

- Grabbing the attention when opening the program
- Making the Participants comfortable

### 4. PLATFORM SKILLS AND COMMUNICATION

- Using the visuals and equipment professionally
- Using the environment effectively
- Using body language
- Using the voice
- Handling questions
- Controlling nerves effectively

### 5. DEMONSTRATING KNOWLEDGE AND EXPERTISE IN PROGRAM CONTENT

- Structuring the program content
- Providing an example

### 6. MANAGING THE LEARNING ENVIRONMENT

- Establishing and maintaining a professional relationship with the entire group
- Combining different training methods for ensuring an effective learning process
- Removing the learning barriers
- Managing the energy level of the group

## Certificate

Certificate of successful completion shall be issued to all the delegates who attend entire duration of the course & pass the written examination.

**Duration** : 3 Days

## Registered & Head Office-

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