

TRAIN THE TRAINER

COURSE OVERVIEW

The Train The Trainer course is designed to equip participants with the skills and techniques required to effectively design, deliver, and evaluate training sessions. This course focuses on building strong presentation skills, fostering participant engagement, and creating an effective learning environment. Participants will learn how to assess learning needs, structure training content, manage classroom dynamics, and provide feedback that supports learning and development. By the end of this course, participants will be able to confidently lead training sessions, ensuring that learners are engaged and achieve the desired outcomes. This training is ideal for individuals who will be responsible for delivering training in various settings.

TARGET COMPETENCIES

- Training Design
- Presentation Skills
- Facilitation Techniques
- Feedback and Evaluation
- Training Delivery

COURSE OBJECTIVES

By completely attending this course, participants will learn how to:

- Design effective training programs aligned with organizational needs.
- Develop clear and measurable learning objectives.
- Apply techniques to engage participants throughout the training session.
- Use different presentation methods to cater to various learning styles.
- Handle difficult situations and manage group dynamics effectively.
- Provide clear and constructive feedback to participants.
- Assess training effectiveness and make adjustments for improvement.

TARGET AUDIENCE

- Individuals who are new to training or planning to become trainers.
- Employees responsible for training staff or peers.
- Subject matter experts interested in developing teaching skills.
- Individuals looking to enhance their public speaking and presentation abilities.
- Participants who need to learn how to design and deliver engaging training sessions.

COURSE METHODOLOGY

The course uses a blend of interactive lectures, group discussions, hands-on practice, role-playing, case studies, and peer feedback to ensure that participants gain practical, real-world experience in designing and delivering training.

COURSE OUTLINE

TRAINING DESIGN

- Identifying training needs.
 - Conducting a training needs analysis.
 - Aligning training goals with business objectives.
 - Understanding learner profiles.
- Structuring training content.
 - Breaking down information into digestible modules.
 - Creating an engaging training agenda.
 - Prioritizing key learning points.
- Developing learning objectives.
 - Writing SMART (Specific, Measurable, Achievable, Relevant, Time-bound) objectives.
 - Aligning objectives with expected outcomes.
 - Using objectives to guide session planning.
- Selecting training methods.
 - Understanding various training methods (e.g., classroom, eLearning, workshops).
 - Choosing the right method for the content and audience.
 - Combining methods for blended learning approaches.
- Creating supportive materials.
 - Designing handouts, slides, and visual aids.
 - Using multimedia to enhance learning.
 - Ensuring materials are aligned with learning objectives.

PRESENTATION SKILLS

- Using effective body language.
 - Understanding the importance of non-verbal communication.
 - Using eye contact, gestures, and posture.
 - Managing space and movement during presentations.
- Maintaining audience engagement.
 - Techniques for capturing and maintaining attention.
 - Using stories, examples, and anecdotes.
 - Handling interruptions or distractions.
- Managing speaking pace and tone.
 - Adapting voice modulation for emphasis.
 - Speaking clearly and concisely.
 - Adjusting pace based on participant responses.
- Designing visually appealing slides.
 - Principles of good slide design (simplicity, readability, consistency).
 - Using images, graphs, and charts effectively.
 - Avoiding common PowerPoint pitfalls.
- Overcoming public speaking anxiety.
 - Understanding common fears and how to overcome them.
 - Practicing relaxation and confidence-building techniques.
 - Preparing for potential challenges.

FACILITATION TECHNIQUES

- Managing group dynamics.
 - Understanding group behavior and dynamics.
 - Creating a positive and collaborative atmosphere.
 - Balancing participation among group members.
- Encouraging participation and interaction.
 - Using icebreakers and group exercises.
 - Promoting discussion and questioning.
 - Engaging shy or reluctant participants.
- Using questioning techniques effectively.
 - Asking open-ended questions to encourage thinking.
 - Using probing and follow-up questions.
 - Handling answers that are off-topic or incorrect.
- Creating a safe learning environment.
 - Fostering respect and inclusivity in training.
 - Encouraging diverse perspectives.
 - Addressing inappropriate behavior or comments.
- Handling challenging situations.
 - Dealing with disruptive participants.
 - Managing resistance or skepticism.
 - Turning difficult situations into learning opportunities.

FEEDBACK AND EVALUATION

- Providing constructive feedback.
 - Techniques for giving feedback that is clear and actionable.
 - Balancing positive and corrective feedback.
 - Creating a feedback-friendly environment.
- Assessing learning progress.
 - Using quizzes and assessments to track progress.
 - Monitoring participant engagement and understanding.
 - Using group activities as informal assessments.
- Designing evaluation forms.
 - Creating forms to gather feedback on training effectiveness.
 - Asking the right questions to gauge learning outcomes.
 - Interpreting feedback to identify areas of improvement.
- Gathering feedback from participants.
 - Techniques for gathering honest and useful feedback.
 - Using surveys, interviews, and informal discussions.
 - Understanding feedback limitations.
- Improving training based on feedback.
 - Analyzing feedback for patterns and insights.
 - Incorporating suggestions for improvement in future sessions.
 - Continuously updating and refining training materials.

To register or for complete course information

Office: +971 4 430 8394 | WhatsApp: +971 50 454 9895 | Email: courses@viftraining.com

web: www.viftraining.com

COURSE OUTLINE

TRAINING DELIVERY

- Managing time effectively.
 - Structuring training sessions to fit within time limits.
 - Prioritizing content based on importance.
 - Adapting to time constraints without compromising quality.
- Using training aids and technology.
 - Incorporating multimedia tools to support learning.
 - Managing online training tools and virtual platforms.
 - Handling technical issues smoothly.
- Keeping sessions interactive.
 - Engaging learners through group discussions and activities.
 - Using role-play and simulations to reinforce learning.
 - Maintaining a balance between delivery and participant involvement.
- Adapting to diverse learning styles.
 - Recognizing different learning styles (visual, auditory, kinesthetic).
 - Customizing content delivery for various learners.
 - Using multiple formats to cater to all learning preferences.
- Addressing participant needs.
 - Identifying and responding to individual learner needs.
 - Providing additional resources or support when necessary.
 - Adjusting content or pace for different levels of knowledge.