

TRAIN THE TRAINER

5-Day Corporate Training Programme

OVERVIEW

This 5-day intensive program will provide trainers with the basic skills and knowledge needed to design, deliver and evaluate their own training sessions. Emphasis will be on developing interactive training techniques to engage and stimulate the learners. The main objective of this programme is to prepare a professional trainer who has effective presentation and facilitation skills. Moreover, the program would also touch base with skills in developing a training program. Participants will learn the key concepts related to adult learning (learning process), writing learning outcomes, training program design and structuring training assessment which lead to authentic evaluation of mastery of new skills / competencies.

WHAT YOU WILL ACHIEVE

By the end of this program, participants will be able to:

- Identify factors affecting the learning process including the implications of their own learning style
- Write learning aims and objectives in accordance with best practice
- Instruct on a one to one or small group basis using appropriate demonstration and constructive feedback skills
- Facilitate a group training session which uses activities such as role play, simulation or group discussion
- Assess and evaluate transfer of learning

WHAT YOU WILL LEARN

Day 1: Understanding adult learners and the trainer role

- Characteristics of effective trainers
- Adult learning principles and learning styles (VARK, Kolb)
- Role of the trainer and adult learning principles
- Learner needs and learning preferences

Day 2: Training needs, instructional design and ADDIE

- Defining learning objectives and outcomes
- Structuring training content using ADDIE model
- Developing engaging materials: slides, handouts, activities
- Designing training using the ADDIE model

Day 3: Delivery, facilitation and presentation techniques

- Facilitation methods and presentation techniques
- Verbal and non-verbal communication for trainers
- Interactive learning and learner engagement
- Handling questions and managing difficult participants

Day 4: Training tools, technology and Kirkpatrick evaluation

- Using visual aids, multimedia, and training software
- Training tools and technology
- Evaluating training effectiveness (Kirkpatrick Model)
- Gathering feedback and continuous improvement techniques

Day 5: Micro-training delivery, feedback and assessment

- Participants deliver short training sessions
- Peer and trainer feedback
- Self-assessment and development planning

METHODOLOGY

Well-balanced theoretical and practical methodology, which includes interactive discussions, case studies, interactive activities/exercises and assignments to understand the concepts and their applicability

EVALUATION CRITERIA

Participants must have attended the sessions **at least 80%** of the sessions in order to receive a CERTIFICATE from Asia Pacific Regional Hub - Corporate Training Division of EIU-Paris

SPECIAL FEATURES YOU WON'T FIND ANYWHERE ELSE ...

Discussions are based on extensive practical experience, not just theory. Engaging interactions characterize the training sessions from start to finish, keeping everyone involved in the learning process, and applying what is learned to real-life work situations and circumstances. Collaborative work is assigned for enhance learning and mastery of knowledge and/or skills.

FEE & PAYMENT

USD2,150/ per person

Fee Includes:

- 5-Day Training (Total 25 hours)
  - Time: 9.00 AM - 3.00 PM (1-Hour Lunch Break)
- Globally Recognized Professional Certificate
- Digital Training Resources
- Essential Stationery
- Tea/Coffee Breaks
- Working Lunches

**Note:* all other expenses are to be borne by participants.