# TRAINING THE TRAINERS WORKSHOP

**TITLE/COURSE PROGRAM:** TRAINING THE TRAINERS WORKSHOP

**TRAINEE:** MANILYN R. RATONEL

**DIVISION/SECTION:** TOOL & DIE -SALES & DESIGN SECTION

**VENUE:** ADMIN TRAINING ROOM | PLANT 1

**TRAINING SCHEDULE:** OCTOBER 12 & 14, 2016

**DATE SUBMITTED TO HR:** NOVEMBER 18, 2016

1. Introduction

Training the Trainers Workshop is important to everyone, especially when you are teaching others. This training can help to enhance the ability of the participants, so that they will be able to teach and train other people.

1. Discussions

The importance/benefits that can be derived from the training are: to learn the value of training and how it helps individuals and organizations, and to know about learning styles and how to deal with it.

According to Mark Twain, an American Author and Humorist, “It usually takes me more than three weeks to prepare a good impromptu speech”. Meaning, it is not enough to have knowledge to have a good speech, we must need to have a better understanding on what the topic is all about and we need to undergo training to teach or train other people.

Let me tell you some topics discussed in my previous training and its relevance to my job. In making a training program, we need to first know the training design:

1. Viewpoint, (2) Title of the Program, (3) Target Participants, (4) Objectives,
2. (5) Course Content, (6) Time Requirement and (7) Methodology.

**Viewpoint.** This is one key factor in designing training program. The designer must consider the training from the viewpoint of the learner. The topic must related to the learner.

**Title of the Program.** We should think a better wording in deciding the title. For example: Work Attitude Program, is should be People Effectiveness Program.

**Target Participants.** Before conducting a training/seminar, we should know our target participants; how many are they and their names.

**Objectives.** Defines the general aim of the program.

**Course Content.** Line up of basic topics or modules to be discussed. The heart of the seminar.

**Time Requirement.** It should be enough to cover all the learning items.

* **There are Seven (7) Methodologies Used in Training.**

1. **Lecture –** characterized by theoretical presentation of the subject.
2. **Workshop –** the participants are assigned to do actual work related tasks to gain hands-on experience.
3. **Games / Ice Breaker –** activities intended to take time out.
4. **Structured Learning Exercise –** seems like a game but at the end exercise is processed and learning is derived.
5. **Case Studies –** reading materials for participants to analyze and give reactions and recommendations.

* **Three (3) kinds of Learners and Their Characteristics**

1. **Visual Learners –** they like art more than music, easy to remember diagrams and pictures, having trouble remembering verbal instructions.
2. **Auditory Learners –** they can follow verbal instructions easily, they like to hear someone explain and like explaining to someone else, and enjoy reading aloud.
3. **Kinesthetic Learners –** they love to take down notes or even draw pictures or doodle while listening, remember best what they did, and like “hands-on” activities and group interaction.
4. Summary/Conclusions & Recommendations

In conducting the training/seminar, it is not enough that we have knowledge in the topic; we must undergo training to be a better trainer.

**Prepared by:** **Noted by:**

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