



Train the Trainer Series 2 (TOT): Developing Objectives, Establishing Messages & Achieving Success

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

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Introduction:

The training field can change fast, which makes training for trainers crucial. New methodologies. New discoveries about the way adults learn. Changing expectations from trainees and from your company. Training the trainer courses give you the practical platform skills and confidence you need to succeed. This powerful program puts the latest trends and techniques at your fingertips. Whether you've been training for a while or never stepped onto a platform before, this course will show you how to become a facilitator of learning, not just a presenter. You will build confidence, engage your audience from the beginning and leave your trainees praising your training abilities.

At the end of the course, participants have understood the basics of adult learning and are able to train a group in full respect of the methods, techniques and tools for adult learning. Participants are also able to identify training needs, to design a training session and to ensure a proper follow-up of a course both for the clients (evaluation) and for the trainees (knowledge transfer). Knowing a subject is not enough to train on it. Training adults requires specific competencies. This course provides methods and tools to ensure efficient learning process. It focuses on adult learning principles, and includes all stages of the learning cycle: Training needs assessment, methods, techniques and tools to properly design and deliver a training course and training course follow-up. It is full of practical tools and techniques that include:

- Fundamentals for becoming a trainer

- Running a training course
- Delivering a training session successfully
- How to write and structure training
- Factors for effective training skills
- What makes a good trainer?
- Effective training practice and procedure
- Body language and voice projection skills
- Classroom training versus one-to-one training

Who Should Attend?

Training & Development Managers, Training Controllers & Administrators, Training & Development Coordinators, Training Managers' Secretaries, Training Assistants, Training Officers, HR Specialists, Generalists & Personnel, Line Managers, Capability and Development Officials, Senior Executive Capability and Development, Section Heads, Succession Planers, Talent Managers, Training Officers, Senior Training Officers, Team Leaders, Superintendents, Senior Training Administrators, those responsible for people development, Administrators, HR trainees, and Supervisors who are involved with training and development.

Course Objectives:

By the end of this course delegates will be able to:

- Create and deliver training sessions that include sound adult learning and design principles as well as effective training techniques
- Make learning and development exciting and creative
- Identify the critical features of effective training
- Describe and apply a variety of techniques for livening up training sessions

- Create examples of visual aids and integrate them into a training session
- Describe key adult learning principles and apply them to a training session
- Apply a five-step model for structuring training sessions
- Conduct TNA and design training curriculum and module
- Boost retention with the latest in adult and accelerated learning techniques
- Know the group's needs and adjust your material to meet them
- Build your credibility and trust with trainees and management
- Create training that has the right flow from segment to segment
- Adapt your style and material to suit the situation
- Work with difficult situations and people
- Meet people's needs and expectations
- Handle your delegates' anxieties and nervousness

Course Outline:

Concepts of Adult Learning

- Adult learning cycle
- Adult Learning Principles
- Concept of training cycle
- Steps of training cycle
- Understanding group dynamics
- Concept & meaning of ToT
- Objectives of ToT
- Key elements of ToT
- Steps for organizing a ToT course
- Identifying your personal training style and staying true to it

- Principles / notions of adult learning
- The role of a trainer

Multiple Intelligence Theory

- Session plan and activities
- Handling learning challenges
- Motivation and enhancement

Training Need Assessment (TNA)

- Review Previous Learning
- Concept of TNA
- Importance & necessity of TNA
- Methodologies of TNA
- Different tools & techniques of TNA

Training Design & Plan Preparation

- Steps of training design (T. Cycle steps & Curriculum)
- SMART Analysis
- Statement of specific objectives
- Structuring the course contents
- Consideration to prepare an effective training plan
- Developing an action plan
- Check list for organizing a successful training program
- Necessary steps for conducting training

Delivering a Training Course

- How to start a course
- Reasons and rules for “morning recap”
- Facilitating presentations and activities

- Preparing to deliver a 10- to 15-minute training segment
- Engaging in a wide range of learning activities
- Opening exercises
- Sharing reflections on past experiences of opening exercises
- Developing an opening exercise
- Brain-Friendly lectures
- Demonstrating differences between brain-friendly and non-brain-friendly lectures
- Preparing brain-friendly lectures
- Course methods, techniques and tools
- Facilitating discussions
- Dealing with difficult situations
- Lecture alternatives
- Sharing information through the jigsaw method
- Using learning tools and applying lecture alternatives
- Extending the value of training
- Describing a variety of blended and supportive tools and activities
- Deciding when to use tools: before, during or after training for back-on-the-job application
- Using Kirkpatrick's model and given examples to determine evaluation levels
- Considering evaluation questions
- Conducting end of course evaluation

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Communication & Presentation Skills & Neuro Linguistic Programming (NLP)

- Coding and decoding
- Attitude and behavior analysis
- The communication process
- Message distortion
- The channel
- The receiver of the message
- One way - two way communication
- Effective communication
- Concept & types of presentation
- Presentation consideration and techniques

Supporting Transfer & Integration

- A coaching approach: training / mentoring / coaching
- Challenges and opportunities of transferring and embedding learning
- Tools, techniques and skills for supporting trainees
- Basic coaching model

Assessment

- Levels of evaluation
- Evaluation technique
- Rubrics