Train the Trainer Series 3 (TOT): A Complete Guide for Master Trainers & T&D Professionals

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Introduction:

This course guides participants through a number of important stages for trainer development. The journey begins with an overview of what makes adult learning unique, and passes through a comprehensive personal assessment to understand personal trainer type and how to deal with participant types. A detailed focus is also given to applying the 'ADDIE' model in instructional design. The course is designed to assist you in new techniques, methodologies and insights to your training repertoire.

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, Trainers, Instructors, 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:

- Define the role of a master trainer during the various intervals of training

- Assess personal type and participant type and develop a proper training style

- Define and implement the steps of the 'ADDIE' model in training

- Create engaging training material

- Deliver effective and interactive training sessions

- Examine and plan for adequate skill transfer on the job

- Conduct a comprehensive training session

Course Outline:

Your Role as a Master Trainer

- Facilitating the learning experience

- Before, during and after your training sessions

- Understanding learners' memory

- Ensuring learning results

- Applying adult learning principles

- Accelerated learning principles

Introduction to Personality Type & Learning

- Overview of personality type

- Personality self-assessment

- Personality type and learning style

- Characteristics of learners with different personalities

- Eight learning styles

Applying the 'ADDIE' Model in Instructional Design

- An overview of the 'ADDIE' model in instructional design

- Analyzing learners and learning context

- Storyboarding for efficient designs

- Developing your material

- Rolling out your developments

- Collecting feedback and evaluation

A Complete Guide for Your Training Courses

- Training material required

- Developing an opening that captures audience attention

- The proper sequencing of your material

- Appropriate usage of exercises, case studies, and activities

- A blueprint for developing activities

- The use of technology in your training courses

- Your PowerPoint slides and flip chart

- Ending with a conclusion and an action plan

The Delivery of Training

- Attributes of an effective training session

- Audience attention and interest

- Questioning techniques

- The Johari window: building trust and rapport between master trainers and trainees

- The Tabascos: ways to keep your session alive and the audience awake

- Controlling public speaking anxiety

Skill Transfer

- What usually happens after training

- What must happen after training

- The master trainer's role in skill transfer

- Ways to improve skill transfer

Delivery & Critique of Training

- Delivering the session

- Exchanging constructive feedback

- Completing your personal development plan