



Training Of Trainers (TOT)

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Introduction:

Training of Trainers (TOT) program provides you with deep insights into the art of training and facilitation of educational techniques as well as the know-how of developing an interactive course curriculum. Our TOT course will transform your skill set, refining you to a confident and competent professional trainer. You will explore the psychology behind the learning mechanism of adults/mature learners and take a systematic approach to delivering training sessions that meet participants' needs.

Organizational Impact:

In today's market, a highly skilled and well-educated workforce is vital to an organization's economic survival. Your role as a training professional requires a thoughtful analysis of training needs, skill gaps, and goals of the organization to determine the best way to improve performance.

- Apply core knowledge, skills, and competencies in the training field
- Use the latest tools and knowledge for needs assessment, curriculum design, delivery, and measurement
- Incorporate instructional design principles to develop engaging training solutions
- Develop technical skills to create an engaging, interactive learning environment in the classroom and online.

Personal Impact:

By the end of this Program participants will be able to:

- Understand the core competencies of a trainer's profession in a way that impact organization excellence.
- Utilize various assessment tools effectively to maximize the value of training as a performance improvement tool.
- Design and develop full training toolkit that reflects on the training objectives as well as the organization culture.
- Master trainer's skills in a way that is capitalized on the ROI (Return on Investment) as well as ROE (Return on Expectations).
- Assess the training impact as part of the organization development strategies.

Who Should Attend?

- Executives
- Managers
- Trainers
- Anyone who need to sharpen his knowledge and skills in Train the Trainer

Methodology:

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Program Objectives:

- Identify the characteristics of an exceptional trainer
- Conduct short group training sessions that incorporate key training concepts
- Develop an effective training style, using appropriate training aids and techniques
- Understand the key principles of effective communication
- Explain various methods for making lecture-based programs active
- Describe a needs analysis and why it is a necessary step in any training program
- Know how to write training objectives and evaluate
- Develop a training program structure
- Present information in a clear, concise, engaging manner

Contents:

DAY 1

- Stages of Interpersonal Communication
- The Training Steps & Stages
- Overhead Projector Demonstration
- Essentials of Effective Training
- Components of Learning
- Nurturing motivation and the incentive to learn
- Principles of adult learning

- Learning methods

DAY 2

- The learning cycle
- The learning process
- The trainer's role
- Putting yourself in the position of the learner
- Giving and receiving feedback
- Motivation and creating positive attitudes to learning
- Dealing with the difficult
- Identifying your audience

DAY 3

- Performing a needs analysis
- Writing objectives
- Outlining the program
- Differences between training and presenting
- Training vs. showing the user

DAY 4

- Researching and writing the program
- Testing the program & Managing questions and answers
- Questioning techniques
- Clues and tips in questions
- Types of activities
- Sensory systems
- Identifying the learner's preferred sensory system

DAY 5

- Psychology of adult learners and their learning mechanism
- Facilitating effective "uptake" and recall strategies in learning
- Getting buy-in
- Using humor
- Quick and easy games
- Troubleshooting games & Visual aids and presentation tips