


Training of Trainer





Course Description



The 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 into 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.

Course Highlight

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 a full training toolkit that reflects 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

Course Objective:

- 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

Training 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



Course Outline

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 cycles.
- The learning processes.
- 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



Course Outline

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



Course Outline

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
