

TRAIN THE TRAINER CERTIFICATION



Train the Trainer Workshop

Course Objectives

To prepare the trainee to transform from a potential trainer into a professional one. It covers all related aspects including presentation as well as communication skills. This highly effective Train the Trainer Course is designed for individuals who need to develop their training skills and confidence to teach others who deal with high To equip the trainers with necessary skills that enable them to provide effective training to the learners.

Our Train the Trainer course, is designed for all professionals wishing to develop their knowledge on key training concepts and styles. Upon completion of the training, you will be certified to an Internationally recognized UK standard, which will demonstrate your competence and enhanced teaching skills

Course Outline

Day 1

- How to prepare for delivering the Training.
- Preparing training material and forms/checklists
- Logistics
- Grooming and Body Language
- Understanding your learners – their level, mindset and differentiating between learners.
- Prepare and deliver a training session appropriate to the audience's areas of expertise.
- Apply best practices when selecting informal learning networks and tools to meet the needs of an organization(ISO 29993, ISO 21001, etc..)

Day 02

- Overview of Communication Skills
- Common Methods of Communication
- Process of Sending and Receiving Information
- Emotional intelligence: How to empathize with learners Fear, lack of experience and other pressure
- Barriers to Understanding/Listening
- How Can We Improve Our Listening Skills?
- The Improvement of Listening and Facilitation Skills as Trainers

- Paraphrasing
- Summarizing
- Questioning
- Verbal and Non-verbal Communication
- What not to say
- Questioning Techniques and Observation Skills

Day 03

- Differentiating between Theory and Practical Lessons
- Encouraging questions, answering questions, encouraging words to use
- Best practices of teaching,
- Improve knowledge retention in theory training and practical driving training.
- Verbal and Non Verbal Communication
- Gradually increasing the difficulty level

Day 04

- Giving timely and clear instructions
- Not getting angry at the learner in case of mistakes and maintaining respect towards the learner
- How to point out mistakes politely
- How to deal with scared or angry learners.
- Remaining calm throughout
- How to give encouragement
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Day 05

- Presentation
- Ending a Training Session
- Things to Do
- Review Content - Summary
- Remaining Questions
- Action Plan
- Evaluation
- Acknowledge Completion
- Closing Remarks
- Active Training Demo (s)

Course Outcome

- Understand the importance of grooming, positive attitude and a cheerful disposition
- Plan Training lessons keeping in mind the level of expertise of each learner
- Select learning methods to support a variety of learning preferences to reach the desired learning outcomes.
- Encourage and Instill confidence in their learners
- Improved Observation Skills
- Fewer complaints from learners

Methodology

Instructor-led face to face training using PowerPoint, videos, role-plays, discussions, Case study, quizzes. The trainees would be required to deliver a short training session to other participants, which would be recorded.