



TRAIN THE TRAINER

PROGRAMME DESCRIPTION:

Want your training sessions to have more impact? Our Train the Trainer programme is a masterclass which can be incredibly beneficial not only for corporate trainers but also for individuals who wish to enhance their training expertise. In today's demanding and stimulating working environment, it is vital that specialists involved in trainings possess the right characteristics. Our unique training programme provides the foundation for coaches to start developing and refining their facilitation skills using a range of techniques to deliver the best learning experiences.



PROGRAMME OUTCOMES:

By the end of the programme the participants would be able to:

- Identify the role of the professional trainer
- Identify the key components of effective learning
- Analyze factors that promote and inhibit effective training
- Structure learning activities to support new learning and identify areas for further development
- Choose presentation strategies and techniques that will enhance audience understanding of key concepts and central ideas
- Be able to deal with the challenges of trainings to deliver stimulating training sessions

AUDIENCE:

Learning Professionals

Corporate Trainers

Training and Development Managers

HR Professionals

Organizational Development Practitioners

TRAINING METHODOLOGY:



Interactive training filled with individual and group activities designed to be stimulating, informative and challenging

Theory combined with real life practical application and case studies.

Sample exercises & tasks

Corporate videos

PROGRAMME DURATION:

Two Days

PROGRAMME OUTLINE:

Defining a Successful Training Programme

- What makes training effective
- Modes of training
- Theories, styles and principles of learning
- Model of training process
- Modes of training
- Benefits of training

Making Transition to a Successful Trainer

- Attitude, skills and knowledge of a professional trainer
- What makes a successful trainer?

Plan Training

- Identifying participant's needs
- Is it really a training problem?
- Researching content
- Reviewing the materials and write proper training objectives
- The Gloss Model
- The Intros Model
- Mind mapping
- Developing a programme
- Building presentations
- Identifying and resolving gaps

Effective Training Communication Skills

- Verbal and non-verbal communication skills
- Communication styles and its matrix
- Effective written communication
- Art of active listening
- Speaking with confidence
- Be a powerful presenter
- Telling vs Showing
- Responding to the questions
- Communication in virtual training

Implementing Training

- Setting the climate
- Setting up the physical location
- Greeting participants
- Encouraging discussions
- Probing questions
- Using group work
- Adding games and experimental learning exercises
- Using humor
- Handling interruptions
- Gauging when it's time for a pause
- Dealing with difficult trainees

Evaluation, Feedback & Wrapping up

- Evaluation of training
- Principles of feedback
- Feedback models
- Words from the wise
- Action plans





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