



TRAIN THE TRAINER (Non-certification) (2 Days)

OVERVIEW

This training program has been designed for managers, executives, trainers, instructors, team leaders, and supervisors in organizations who wish to provide structured training in an effective so that the organizations can achieve high performance .

OBJECTIVES

At the end of the program, the participants will be able to:

- Understand the characteristics of competent trainers.
- Grasp the basis of adult learning.
- Conduct the training needs analysis.
- Design competency based training modules.
- Deliver their training effectively.

CONTENTS

The overall contents of the program are as follows:

- Principles of learning
- Identifying training needs
- Designing training programs
- Conducting training programs
- Evaluating training

METHODOLOGY

A blend of training techniques incorporating lectures, simulations, group discussions, and role-plays.

PARTICIPANTS

Participants are managers, executives, trainers, instructors, team leaders, and supervisors

AGENDA:

DAY 1	
TIME	ACTIVITY
9.00 – 10.45 am	Introduction and Icebreaker <ul style="list-style-type: none">• Introduction to the program• Icebreaking activities Assessments <ul style="list-style-type: none">• Pre-Training Assessment
10.45 – 1.00 pm	Principles of Learning <ul style="list-style-type: none">• Learning Process• Pedagogy, Andragogy, Heutagogy, Gigagogy• Learning Styles• Teaching Styles
1.00 – 2.00 pm	Lunch
2.00 – 3.45 pm	Identifying Training Needs <ul style="list-style-type: none">• Competency (Knowledge, Skills, Attituded)• Competency Library• Competency Gap• Competency Gap Closures
3.45 – 5.00 pm	Designing Training Programs <ul style="list-style-type: none">• Identify Training Objectives• Generate Contents• Develop Modules• Establish Delivery Methods• Develop Evaluations Homework

DAY 2	
TIME	ACTIVITY
9:00 – 10:45 am	Homework Discussion and Presentation
10.45 am – 1.00 pm	Conducting Training Program <ul style="list-style-type: none">• Preparation• Opening• Delivering Contents• Audience involvement• Intonation and Body Language• Audience involvement• Closing
1.00 – 2.00 pm	Lunch
2.00 – 3.45 pm	Training Evaluation <ul style="list-style-type: none">• Kirkpatrick's 4 Level Evaluations (Reaction, Learning, Action, ROI)• Establishing actions and monitoring plans moving forward• Identifying training improvements
3.45 – 5.00 pm	Closing <ul style="list-style-type: none">• Question and answers• Action and monitoring plans• Level 1 & Level 2 evaluations

