HRD Academy UK

Train the Trainer Programme

Train the Trainer Programme

The largest Train the Trainers provider in the Middle East

The Largest Provider of
Train the Trainer
in the Middle East

REGISTERED COMPANY
ISO 9001: 2008

Alpha UK is ISO 9001:2008 Registered.
Certificate No.: M 8490

Train-the-Trainer Programme

From the Train-the-Trainer Leaders

If you are interested in being a successful trainer, this course is a must for you. Being a trainer requires more than what many people think. In this workshop you will learn methods, techniques and tools for successful learning that will guarantee adult learners get the most out of attending your courses.

The workshop is filled with techniques and methods that will help you connect and adapt to your audience and build your credibility as a trainer.

You will learn how to produce creative materials that focus on improving job performance. You will learn how to lead a group, analyse group dynamics, motivate participants, set up a positive climate for learning, and deal with difficult participants.

This workshop shows you how to manage the entire course design process, from planning your project through to evaluating the program you've designed.

Evaluation of training gives you proven skills to help you build a compelling case for the effectiveness of your training programs. You will learn how to gather, analyse, and communicate the bottom-line results that training has on your organisation.

You will be able to design and deliver top-quality courses immediately after the workshop.

Who Should Attend?

- This training course is intended for both 'new' and 'experienced' trainers.
- It is designed for trainers who work in both indoor and outdoor settings and who are involved in the provision of management development courses.
- Also for teachers, facilitators, training analysts, senior instructors, and managers of training who have (or wish to have) input into major decisions about training

Course Objectives

By the end of the workshop, participants should able to:
- Describe the learning theory and learning styles
- Identify the requirements for adult learning and explain the characteristics of adult learners
- Perform training needs analysis
- Develop learning objectives and lesson plans.
- Design courseware and training material
- Use platform skills and apply interactive techniques that will engage learners and maximise retention.
- Enhance audio-visual, handouts, flip charts and other media.
- Manage group dynamics and handle problem situations.
- Describe trainer performance components and how to measure them
- Evaluate Training and build a compelling case for the effectiveness of your training programs

What will YOU take away this Certification Programme?

- A certified trainer Certificate from HRD Academy UK.
- Training Materials (Courseware) in Power Point on a CD of three training courses
- License to use the RTM seals on the certificates that you issue when you train others
- Life Membership of the HRD Academy UK
- Listed on the HRD Academy UK website as a Certified Trainer.

Train-the-Trainer Programme

The programme is based on the Training Competency Model (TCM) and the Trainer Assessment Model (TAM) of HRD Academy UK.

The figure shows the Performance Profile of the trainer, generated by TAM system.

TTP **Programme Contents**

Programme Contents

- **Learning Theory:** Understanding Adult Learners-Trainer Characteristics and Competencies-Understanding How and Why People Learn-Application of Learning Principles.

- **Learning Styles:** Framework of learning style theories. The Onion model: instructional preference, information processing styles, and cognitive personality styles. Experiential Learning Styles.

- **Learning Cycle:** Learning cycles and multiple intelligence models. Forms of thinking and processing. Inductive and Deductive Reasoning. "Convergent" and "Divergent" thinking. Assimilation and Accommodation processing. Learning Styles Questionnaires.

- **Adult Learning Theory:** Define Adult Learning Theory. Identify the requirement for Adult Learning Theory

- Understand the difference between andragogy and pedagogy. Identify the sources for motivation adults for learning. Use the table of learning objectives.

- **Instructional System Design (ISD):** System Approach to Training: Writing an Instructional Plan-Design Philosophy- Major Components of Design-Creating a Design Matrix-Purpose of an Instructional Plan-Components of an Instructional Plan-Instructional Methods-Developing Materials

- **Training Needs Analysis (TNA):** Assessing Needs-Understanding TNA. TNA Process-Developing an Action Plan. Assessing Participants' Knowledge, Attitudes, and Skills.

- **Objectives:** What is a Learning Objective? Writing Instructional Objectives. Bloom's Levels of Learning - Action Verbs. Understanding the ABC Components of learning objectives. Standards and conditions in writing learning objectives

- **Course Design:** Concepts, principles and processes. Selecting, and developing course design format. Selecting, designing, and developing active-training material. Exercises design. Producing courseware and training material.

- **Trainer Performance:** Measuring trainer's performance. The trainer's generic skills and transfer abilities. Trainer competency models and Trainer Assessment methods. Trainer's main skills: presentation and delivery skills, questioning and feedback skills, content design and development skills and evaluation skills.

- **Platform Skills:** Working with Groups-The Trainer As Facilitator-Ways to Encourage Participation-The Art of Questioning-Responding to Questions-Scaling the Wall of Resistance-Problem Situations. Creativity in the Workshop-Creativity with Small Groups-Props and Theatrical Techniques-Games-Creative Closings.

- **Implementation:** How to prepare the training environment? How to conduct the training? How to identify, select, prepare, schedule, notify and track learners and facilitators? The main deliverables. Training plans: the learner plan, the facilitator plan, and the implementation plan

- **Delivery:** Delivering Training-Creating a Positive Learning Environment-Experiential and Active-Training Techniques-Tips for Using Specific Methods-Improving Platform Presence. Using Visual Aids-Retention Rate in Visual Learning-Commonly Used Visual Aids.

- **Evaluation:** Evaluating Training-Why Evaluate?-When to Evaluate-Whom to Involve-How to Evaluate-What to Evaluate-Four-Level Model for Evaluation-Accountability for Training-Significance of the

Public
Train the Trainer

In-house
Train the Trainer

Customised
Train the Trainer

Split - Time
Train the Trainer

TTP **Testimonials**

- The best training program I have ever attended. *Hisham Uwidha – General Motors*
- The courses' intensiveness, practical approach, structure and scope were incredibly effective. *Nabil abdul Rahim, HRD manager Saudi* Airline.

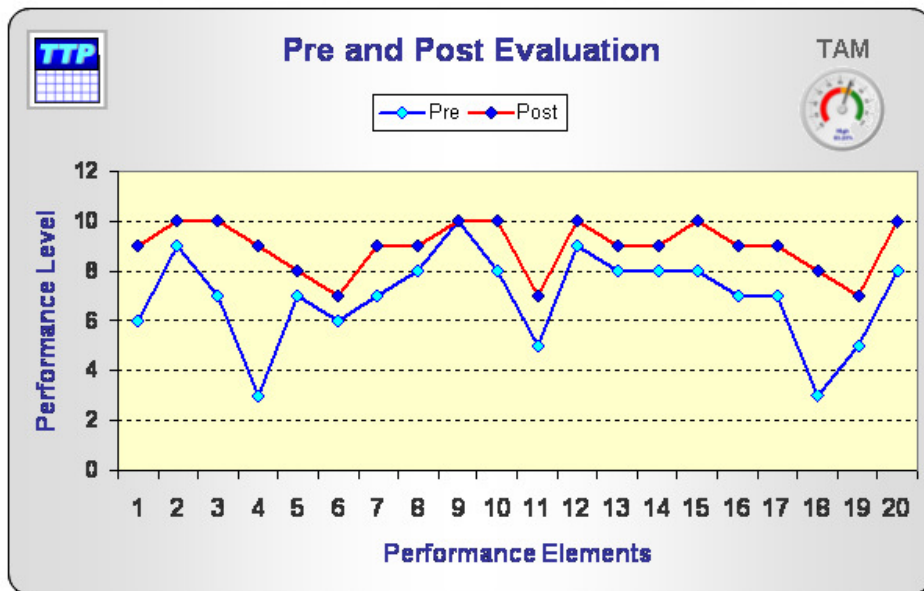**Join the 750 Elite Certified Trainers from 18 countries**

Alpha UK Training
The Largest Provider of Train the Trainers in the Middle East

Innovative solutions from the largest Train the Trainers provider in the Middle East

Certified Training

Pre and Post Evaluation using
Trainers Assessment Model (TAM)

The largest Train the Trainers provider in the Middle East