

## **TRAIN THE TRAINER**

### **INTRODUCTION**

Many people aspire to work as a trainer. Training others is a skill, but who trains the trainer? Individuals progressing towards, or developing their role as a trainer face one of the most challenging and rewarding learning curves of their career.

This is a highly practical train the trainer training course providing a comprehensive foundation for new trainers in training session design, development and delivery. Delegates will acquire skills which enable them to prepare training objectives based on the needs of the individual and the business and also to select, develop and structure appropriate content.

Participants will also learn how to maximize individual learning through their approach and training style and build greater confidence in their ability to interact with and motivate trainees.

### **OBJECTIVES**

At the end of Train the Trainer, participants will be able to:

- Clearly identify the requirements of your training role.
- Write appropriate training objectives.
- Identify appropriate training materials and structure content to meet the objectives of the group.
- Confidently deliver effective training sessions.
- Select and utilize effective visual aids to support your training sessions.
- Overcome difficult situations or problems which can occur during training sessions.
- Evaluate the effectiveness of your training against pre-determined objectives.
- Use Neuro-Linguistics Programming methodologies to train

### **LANGUAGE MEDIUM**

English and/or Bahasa Malaysia. The training can be executed in a dual language option.

### **METHODOLOGY**

Lectures, role-plays, individual presentations, video simulations and discussions combined with the science of Neuro-linguistics Programming (NLP),

### **WHO SHOULD ATTEND**

- Heads of department
- Section head
- Identified speakers

### **CERTIFICATION**

Certificate of attendance will be presented to all participants at the end of the course.

## **COURSE CONTENT**

### **MODULE 1: THE ROLE OF THE TRAINER**

- Why organizations train.
- Meeting the needs of the business.
- Supporting organizational objectives and strategies.
- The qualities of a successful trainer.

### **MODULE 2: THE LEARNING PROCESS**

- How people learn.
- Learning styles - maximizing individual development through the learning process.
- Identifying trainees - the selection criteria.
- Adapting your training style to meet the needs of the group.

### **MODULE 3: ESTABLISHING AND MEETING TRAINING OBJECTIVES**

- Establishing and writing objectives - ensuring the success of your training sessions.
- Building course content - deciding on depth and scope of material.
- Sequencing materials and developing course structure.
- Building in questions to support the learning process.

### **MODULE 4: TRAINING METHODS AND VISUAL AIDS**

- Using visual aids for maximum effect - selecting appropriate visual aids.
- Working with whiteboards, transparencies and flip charts.
- Using computer based presentation packages.
- Selecting appropriate training methods - trainee analysis.
- Trainer-led facilitation and group discussion.
- Training methods review - video, syndicate exercises etc.

### **MODULE 5: GROUP DYNAMICS**

- The make-up and structure of groups.
- Anticipating and overcoming trainee problems.
- Handling difficult trainees.

### **MODULE 6: TRAINING DELIVERY AND EVALUATION**

- Training exercises; design and delivery of training sessions.
- Each delegate will undertake practical sessions throughout the duration of the course, these encompass; the writing of session objectives, content development and training delivery.

### **MODULE 7: EVALUATING TRAINING**

- Effectively measuring learning outcomes.
- Short and long term measurement.

MODULE 8: FUTURE DEVELOPMENT

- Developing your personal action plan.

**PROGRAM ITINERARY ON TRAIN THE TRAINER**

***DAY ONE (1)***

<b>TIME</b>	<b>TOPIC</b>
8.30am – 9.00am	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Opening &amp; Ice Breaking</li> </ul>
9.00am- 10.30am	<ul style="list-style-type: none"> <li>• <b>MODULE 1: THE ROLE OF THE TRAINER</b></li> <li>• <b>MODULE 2: THE LEARNING PROCESS</b></li> </ul>
10.30am – 10.50am	<i>Tea Break</i>
10.50am – 1.00pm	<ul style="list-style-type: none"> <li>• Continue Module 2...</li> <li>• <b>MODULE 3: ESTABLISHING AND MEETING TRAINING OBJECTIVES</b></li> <li>• Group Activity</li> <li>• Discussion</li> </ul>
1.00pm – 2.00pm	<i>Lunch Break</i>
2.00pm – 3.30pm	<b>MODULE 4: TRAINING METHODS AND VISUAL AIDS</b>
3.30pm – 4.00pm	<i>Tea Break</i>
4.00pm – 5.00pm	<ul style="list-style-type: none"> <li>• Group activity</li> <li>• Discussion</li> </ul>

***DAY TWO (2)***

<b>TIME</b>	<b>TOPIC</b>
8.30am - 10.30am	<ul style="list-style-type: none"> <li>• <b>MODULE 5: GROUP DYNAMICS</b></li> <li>• <b>MODULE 6: TRAINING DELIVERY AND EVALUATION</b></li> </ul>
10.30am – 10.50am	<i>Tea Break</i>
10.50am – 1.00pm	<ul style="list-style-type: none"> <li>• <b>MODULE 7: EVALUATING TRAINING</b></li> <li>• <b>DISCUSSION &amp; PRESENTATION</b></li> </ul>
1.00pm – 2.00pm	<i>Lunch Break</i>
2.00pm – 3.30pm	<b>Continue Discussion &amp; Presentation...</b>
3.30pm – 4.00pm	<i>Tea Break</i>
4.00pm – 5.00pm	Test Closing Ceremony