

Course Overview:

This 5-day corporate training program is crafted for individuals tasked with transferring knowledge and skills to others in professional settings. The "Training of Trainers" (TOT) course provides foundational and advanced skills in adult learning principles, facilitation techniques, training design, and participant engagement. Participants will develop the competencies to train others effectively, whether in a classroom or workplace environment. The course builds confidence, enhances delivery methods, and equips trainers with tools to manage diverse learners and challenging training scenarios.

Course Objective:

By the end of this program, participants will be able to:

- Describe the evolving role of a professional trainer.
- Apply adult learning principles to improve learner engagement and retention.
- Develop structured training content using modern instructional strategies.
- Deliver dynamic training sessions using facilitation and communication techniques.
- Handle difficult training situations and participant resistance with confidence.
- Assess training needs using appraisal methods and workplace evaluations.
- Design workshops and training materials that align with organizational goals.
- Provide constructive feedback and adapt to diverse learning styles.

Course Outline:

Day 1: Foundations of Effective Training • Role of the Professional Trainer

- Evolving role and responsibilities
- Trainer as facilitator, coach, and communicator
- Traits of a successful trainer
- Understanding Adult Learners
 - Adult learning theories
 - Identifying participant learning styles
 - Learner engagement techniques
- Training vs. Education vs. Development
 - Clarifying distinctions
 - Workplace applications and alignment
 - Linking learning to performance

Day 2: Training Needs and Workshop Design • Training Needs Assessment

- Job evaluation methods
- Performance and potential appraisal
- Identifying true training problems
- Designing Training Objectives and Content
 - Writing SMART objectives
 - Structuring learning outcomes
 - Workshop elements and sequence
- Training Materials Development
 - In-house creation vs. off-the-shelf
 - Visual and written material development
 - Aligning content with learner needs

Day 3: Delivery Techniques and Participant Management • Effective Presentation Skills

Training Language:

English-Arabic

Training Methodology:

The course combines various teaching methods, including instructor-led presentations, group discussions, case study analyses, and assessments through quizzes and a final exam to engage participants and ensure they understand and retain the material.

- Body language, tone, and presence
- The power of repetition and summaries
- Using visuals and technology
- Facilitation and Communication Mastery
 - Establishing rapport and credibility
 - Using anecdotes and interaction
 - Handling questions and fostering dialogue
- Managing Tough Training Situations
 - Dealing with nerves and time issues
 - Managing difficult participants and conversations
 - Navigating generational differences
- Day 4: Workshop Execution and Engagement• Workshop Management Techniques
 - Planning group and pair work
 - Designing interactive activities
 - Creating impactful learning environments
- Enhancing Learner Engagement
 - Roleplay, projects, and voting techniques
 - Meeting participant expectations
 - Mid-session feedback and energy boosters
- Overcoming Resistance and Mistakes
 - Correcting without demotivating
 - Guarding against energy drains
 - Trainer self-advancement and confidence
- Day 5: Assessment, Feedback, and Final Preparation• Assessing Training Effectiveness
 - Participant evaluations and feedback
 - Continuous improvement planning
 - Capturing lessons learned
- Delivering a Mini-Training Session
 - Practice training delivery
 - Peer and instructor feedback
 - Reflective learning
- Personal Development Plan for Trainers
 - Setting goals for improvement
 - Building a professional toolkit
 - Sustaining trainer development

Who Should Attend:

- Corporate trainers and facilitators
- Teachers transitioning into training roles
- HR professionals responsible for employee development
- Managers and supervisors involved in internal training
- Learning & Development specialists