€TRAINING

Train the Trainer: From Design to Delivery

5 - 9 August 2024
Kuala Lumpur (Malaysia)

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REF: H232 DATE: 5 - 9 August 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

Introduction:

The role of the trainer is constantly changing. Changing to meet new demands, new technology, new challenges, and new audiences. This exciting and relevant training course will equip you to deliver memorable courses with a high and lasting impact, it will provide you with the tools and competencies to facilitate, lead and develop professional training in your organization. Led by an internationally recognized Trainer, who will demonstrate many of the techniques taught and allow you to develop your knowledge, skills, and attitude

Course Objectives:

At the end of this course the participants will be able to:

- Plan and deliver a training session
- Discuss how to deal with the needs of different audiences
- Evaluate the appropriate use of adult learning techniques
- Describe the ORID principles for group facilitation
- Analyze various methods for evaluating training
- Write effective learning objectives based on the Bloom Taxonomy

Targeted Audience:

- Training Officers
- Training Specialist
- Training Professionals
- Training Managers
- Those working in or transferred to a training, learning, and development role
- Managers or supervisors responsible for the training of others
- Experienced training, learning, and development staff who want to refresh their skills
- Anyone involved in talent management, Nationalisation programs, business partnering or on-the-job training

Course Outlines:

Unit 1: Adult Learning and Learning Styles:

- The training cycle: an overview
- The importance of adult learning styles
- Characteristics of the adult learner - how they differ from children
- Learning styles and how to assess them
- Cognitive overload research and what it tells us about training

Unit 2: Characteristics of Successful Trainers:

- The various roles for training professionals
- Facilitation: an overview
- Presenter and facilitator: what□s the difference?
- Facilitator competencies & self-assessment

- Four guiding principles for facilitators ORID

Unit 3: Training Methods, Activities, and Exercises:

- Using icebreakers and educational games
- Advantages and disadvantages of different activities/methods
- Planning and structuring exercises
- Brainstorming: you may have been doing it wrong
- Using SWOT, PESTEL, and Force Field Analysis with groups

Unit 4: Designing Training Programs:

- Setting ground rules
- Steps to prepare an effective presentation
- Why educational objectives are essential
- The levels of training evaluation
- Calculating a cost-benefit analysis

Unit 5: Presenting and Delivering Effective Training:

- Presentation skills and overcoming fear
- The key elements of presenting
- Handling questions from the group
- Cultural issues in training
- Getting feedback from others