€ TRAINING

Certified Master Trainer

14 - 18 July 2024
Cairo (Egypt)

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REF: H231 **DATE:** 14 - 18 July 2024 **Venue:** Cairo (Egypt) - **Fee:** 3520 Euro

Introduction:

This course is specifically intended for personnel who have to give training, presentations or deliver instruction. In a world where the swift transfer of information has to be, clear and concise -the mastery of information transfer through training is essential. This workshop will provide all the necessary techniques and the latest thinking to make participants successful - presented by a world-known master trainer.

Course Objectives:

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

- Understand and be able to incorporate techniques to aid others to understand skills, knowledge, competence, or performance topics given through training
- Construct training and presentations to match attention spans and retention ability of the participants
- Select or design tests to be used in training
- Provide presentations using the industry-standard PowerPoint media
- Deliver any presentation using, course manual, Instructors manual, and visual aids
- Decide on software that can be added to PowerPoint to enhance visual aids
- Be able to select and insert video into PowerPoint in a seamless manner
- Demonstrate mastery of the skills learned through practical coaching during the course
- Identify other learning styles for you to present effectively
- Construct materials to a standard

Targeted Audience:

- Trainers
- Managers & Supervisors
- HR Staff
- Training Professionals
- People whose job requires providing training and presentations

Course Outlines:

Unit 1: Understanding How Knowledge Transfer Takes Place:

- How people absorb information
- Retention ability -Rackman principal
- Learning times and cycles, long sessions are not best
- Discover your learning and teaching styles
- WIIFM -build this into every presentation

Unit 2: Designing Your Presentation:

- Assessing the needs of your group
- Writing the material using the three-stage approach
- Understanding the power of visual aids including engineering and technical objects and photographs

- The need for reinforcing handouts
- Use of specialist software

Unit 3: Visual Aids-Use and Construction of Dynamic Visuals and Other Aids:

- The power of visual aids - demonstrations
- How to use PowerPoint to maximum effect, integrating other software
- Sequencing difficult processes of engineering drawings and complex issues
- Practice

Unit 4: Delivery Techniques - From Theory to Perfection:

- Positioning -demonstration and practice
- How to use body language to your advantage -to build agreement and to maintain control.
- Use of and control of questions
- Testing understanding - soft and hard techniques
- Building commitment to action
- Use of physical examples- props
- Group involvement

Unit 5: Implementing Your New Skills:

- Practice and final presentations
- Final evaluation