Train Of the Trainer (TOT)

Course Overview

This program is highly interactive with participants being the main focus. It concentrates on sharing learning experiences and hands-on involvement in training, before giving participants the chance to deliver a mini training session, and sharing feedback. The following points are not just outlines; they are participants' based activities.

Course Outline

• Identifying Learning Styles:

    Introducing the 3 learning styles used to learn. Trainers have to mix these styles to capture every trainees' attention, as well as attacking learning points from various angels.

• Conducting On-the-Spot Assessments:

    Boosting trainers' ability to assess audience levels. This ensures using the appropriate level/ language to send the program message.

• What makes a good trainer?

    Finding the key skills that help set a learning target for each trainer

• Visual Aids:

    Pros and cons of teaching aids and their optimum use according to audience/venue/message

• Accommodating the Adult Learner:

    Putting together a package that achieves learning objectives for all participants based on their individual motives.

• Accommodating Learning Styles:

    Applying training techniques that caters for all participants' learning styles

• Using Lecture Effectively:

    Augmenting trainers' personal styles with training techniques help achieving the maximum effectiveness of training sessions.

• Facilitation Discussion:

    Guiding trainers' intervention to ensure and maximize a message has been attained by all trainees through their discussions, as well as handling trainees' communication issues.

• Handling Class Interactions:

    Dealing with 10 different difficult types of trainees, dysfunctional behaviors and various class room mishaps! A recipe for successful group management.

• Setting up Application Activities:

    Planning for exercises and activities to ensure learning points have been reached, retained and integrated and ready for live application.

• Evaluating Trainer's Effectiveness:

    Evaluating trainer's effectiveness is an essential key for continuous improvement. When and what to do to keep trainers development continuum going (Kaizen approach)

• Application/role plays:

    Implementing knowledge obtained on training programs is shown through participants' delivery of mini training sessions, with an in-class 360-feedback methodology.

Learning Objectives

After completing this course, participants will be able to:

- Identify and apply 3 learning styles
- Identify and apply 5 techniques to assess learners' levels/abilities
- Set improvement targets for participants
- Identify pros and cons of learning aids
- Identify and solicit learners' individual types of motivation
- Identify and apply group facilitation skills
- Identify 10 types of dysfunctional class interaction
- Identify and apply 4 steps for building up exercises and activities

Who Should Attend

Trainers, Trainers-to-be, Managers

Course Duration: 2 days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Venue:

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information

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