

# 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 angles.
- **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:** Four 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.

### **Registration & Payment:**

- Course fees include soft copy of the material, coffee break, light lunch and certificate.
- Payment by cheque in Top Business name, cash to Top Business address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Registration is confirmed only after course payment.
- Payment is non-refundable; however, participant can be substituted or attend next confirmed round of the same course or another course during the same calendar year.
- Payment is non-refundable in the event of a participant no show on the 1<sup>st</sup> day of the course.

### **For More Information**

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