

Train the Trainer Diploma Outline

Diploma Overview

Welcome to a truly immersive and transformation-focused Train the Trainer (TOT) Diploma. This diploma is designed for professionals who want to lead, inspire, and facilitate real change. It equips you with both the mindset and mastery to design and deliver powerful learning experiences. Through live simulations, practical design labs, delivery rehearsals, and coaching circles, you will develop your training capability from theory to performance. Each performance track ensures authentic, hands-on practice, empowering you to confidently design and deliver high-impact learning sessions.

Why This Diploma Stands Out

This isn't just a training diploma. It's your launchpad to becoming the trainer people remember.

- 100% experiential, every module includes real practice, not just theory.
- Personalized feedback, coaching, and reflection loops.
- Combines global best practice with local relevance.
- Builds your confidence to stand up, design smart, and deliver with power.

Certification at a Glance

- Hard-copy Diploma Certificate from Top Business (with CPD Certified logo)
- 28 Guided Learning Hours
- Optional individual CPD digital certificate issued from UK (additional fees applied)

Diploma Performance Tracks

Performance Track 1: The Adult Learner Mindset

- What sets adult learners apart and why it matters
- Practical learning preferences and how to adapt
- Strategies to spark motivation, relevance, and retention

Why it matters: Unlocking engagement begins with understanding your audience. This track gives you the key.

Performance Track 2: Designing & Structuring Your Training Topic

- Writing measurable learning objectives
- Structuring logical, learner-friendly session flow
- Selecting delivery methods, visuals, and engagement tools

Why it matters: You'll walk away with a fully structured training session, tested and peer-reviewed.

Performance Track 3: Comfort Zones & Breaking Trainer Fears

- Tackle common trainer fears head-on
- Learn pre-session mental rehearsal techniques
- Explore grounding, mindset, and focus tools

Why it matters: You'll rehearse and reflect through powerful real-play, not just role-play.

Performance Track 4: Presence, Body Language & Vocal Command

- Stronger voice, tone, and pacing.
- Clear, purposeful gestures and movement.
- Greater awareness of posture, breathing, and presence.

Why it matters: Video-reviewed mini deliveries help you level up instantly.

Performance Track 5: Clear Instructions, Communication & Feedback

- Practice giving instructions that land
- Decode the different types of “noise” in communication
- Deliver and receive structured feedback

Why it matters: Every trainer speaks, but great trainers are understood, this track teaches you how.

Performance Track 6: Holding The Room, Managing Questions Energy & Audience Challenges

- Navigate disruptive or disengaged learners
- Respond to tough or off-topic questions
- Use questions as facilitation tools, not threats

Why it matters: This is where you train for the unpredictable, and become unshakable.

Final Graduation Project & Certification

Deliver a fully designed 15-minute training session using your full trainer toolkit. Sessions are recorded and assessed. Graduation is both a celebration and a real-world performance test.

Diploma Learning Objectives

Upon completion of the TOT diploma, participants will be able to:

- Apply adult learning principles to design and deliver engaging, learner-centered training sessions.
- Design structured training programs with clear learning objectives, logical flow, and effective delivery methods.
- Build confidence as a trainer by managing fear, hesitation, and comfort-zone challenges.
- Deliver training with strong presence, clear voice, and confident body language.
- Communicate instructions clearly, listen effectively, and provide constructive feedback.
- Manage participant questions, energy shifts, and challenging audience behaviors with confidence and control.

Who Should Attend

This diploma is ideal for:

- HR professionals stepping into a training role
- Subject matter experts expected to train others
- Freelance or corporate trainers looking to level up
- Team leaders tasked with coaching or onboarding

Each performance track brings together scenario-based activities, real-time feedback, and practical design tools so you not only learn what works, you'll apply it before you leave the room.

Diploma Duration

7 weeks (Saturdays – mornings)

Each performance track has a different duration, and detailed timing for each module will be shared in a separate schedule file.

Diploma Number of Hours

28 guided learning hours.

These hours may be recorded by delegates as part of their CPD activities, subject to the requirements of their relevant professional body.

Delegates remain responsible for claiming and recording their own CPD hours appropriately.

Diploma Language

English material/ bilingual lectures

Diploma Accreditation

This diploma has been approved by the CPD (Continuing Professional Development), United Kingdom www.cpduk.co.uk

About CPD Certification Service

Established in 1996, the CPD Certification Service (UK) is a globally recognized accreditation body with members in over 100 countries. With more than 27 years of experience, CPD sets quality standards for professional development and training programs worldwide.

Diploma Certification

Upon successful completion of the diploma, delegates will receive a hard copy certificate issued by Top Business, featuring the CPD Certified symbol and reflecting 28 Guided Learning Hours.

Digital Certification Add-on (Optional)

As an optional added benefit, delegates may also obtain an individual CPD soft copy certificate issued directly by the CPD certification Service, subject to an additional fee of EGP 1,000 per participant. The CPD soft copy certificate will be issued within 45 days from the diploma completion date.

Diploma Venue

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

Registration Policy

Participants are required to complete the registration form through:

www.topbusiness-hr.com/Course_Register or request the form via email at training@topbusiness-hr.com

An invoice will be issued upon receipt of the completed registration form.

Seats are confirmed only upon payment, subject to invoice validity and seat availability.

Diploma Fees & Payment Terms**Early Bird Fee**

Participants who complete full payment at least 15 working days before the diploma start date will benefit from a discounted fee of EGP 25,500 per participant.

Standard Fee

The standard fee is EGP 27,500 per participant, payable in two installments:

50% advance payment due up to 10 working days before the diploma start date

50% remaining balance due up to 3 working days before Performance Track 5

Registration Confirmation

Registration is confirmed only upon receipt of payment.

Payment Method

Full payment or installment by cheque payable to Top Business, cash payment at our premises, bank transfer or InstaPay.

General Notes

- Diploma fees include material (Soft Copy), coffee break, and a hard copy certificate issued by Top Business, featuring the CPD Certified symbol.

Cancellation & Refund Policy

- All cancellations must be submitted in writing via email.
- Full refund applies for cancellations received more than 10 working days before the diploma start date.
- 15% of the total fees will be deducted for cancellations received from 10 to 5 working days before the start date.
- Cancellations received less than 5 working days before the start date, or no-shows, are non-refundable.

Top Business reserves the right to reschedule or cancel the diploma. In such cases, participants may choose either a full refund or transfer to a future round of the diploma.

Registration Deadline

One week before the diploma date.

For Registration & Inquiries

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