

# 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:** Three 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:

- Logon to [www.topbusiness-hr.com/Course\\_Register](http://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](mailto:training@topbusiness-hr.com).
- Course fees include material, light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

## For More Information

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