Global Horizon
TRAINING CENTER

Training Course:
Certified Master Trainer

11 - 15 November 2024
Casablanca (Morocco)
New Hotel

Training Course:
Certified Master Trainer

Training Course code: HR3035 From: 11 - 15 November 2024 Venue: Casablanca (Morocco) - New Hotel Training Course Fees: 4250 Euro

Introduction

This workshop 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 of Certified Master Trainer

- To understand and be able to incorporate techniques to aid others to understand skills, knowledge, competence or performance topics given through training
- Be able to construct training and presentations to match attention spans and retention ability of the participants
- Be able to select or design tests to be used in training
- Be able to provide presentations using the industry-standard - PowerPoint media
- Be able to deliver any presentation using, course manual, Instructors manual, and visual aids
- Be able to 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
- Be able to identify other learning styles in order for you to present effectively
- Be able to construction materials to a standard

Training Methodology

Together with your fellow participants, you bring a wide variety of experience and resources to the program. The course facilitator's role is to help you learn for yourself and to assist you as you make sense of new ideas and techniques that you can use. We learn things as we try them out, you will be guided trough the learning step by step using your own material as a practical base for development -seeing your incremental improvement throughout the week. Supporting videos and group work will aid your learning experience.

Organizational Impact of Certified Master Trainer

Effective presentation and instruction is a key requirement. Organizations supporting this workshop will achieve a common -high standard approach using a proven methodology.

Organizations should be able to see a marked and measurable improvement from all participants.

Personal Impact of Certified Master Trainer

Master a key skill and build your confidence with some outstanding techniques and methods. You will be able to improve on your own material and work on it through out the program, making this course very specific to you and what you are likely to train.

- To use the latest techniques
- Be able to select software that will add to the visual impact of your courses
- Get a complete understanding of how learning takes place
- Master body language
- Know and be able to set up in a professional manner
- Master dealing with difficult or un interested participants

Competencies Emphasized of Certified Master Trainer

- Planning
- Construction of presentation materials
- Information Transfer
- Inter personal skills
- Training delivery skills

Course Outlines of Certified Master Trainer

DAY 1

Understanding how knowledge transfer takes place

- Introductions
- Your presentation material - first presentation
- How people absorb information
- Retention ability -Rackman principal
- Learning times and cycles -long sessions are not best
- Discover your own learning and teaching styles - Questionnaire and feed back
- WIIFM -build this into every presentation

DAY 2

Designing your presentation -outline plan

- 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

DAY 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

DAY 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. Video
- Use of and control of questions
- Testing understanding - soft and hard techniques
- Building commitment to action
- Use of physical examples- props
- Group involvement

DAY 5

Implementing your new skills

- Practice and final presentations
- Course facilitator s final critique
- Presentations of certificates

Pre Course Preparation

Delegates will need to bring with them a PowerPoint presentation of a sample of material they are likely to use. Practice will be on the delegate's own material thus added value to the time spent on the course by having material that can be immediately used - back at work. Delegates will have a video tape of their improvement through the program.

Registration form on the Training Course: Certified Master Trainer

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Company Information

Company Name: .....
Address: .....
City / Country: .....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

Easy Ways To Register

Telephone: +201095004484 to provisionally reserve your place.	Fax your completed registration form to: +20233379764	E-mail to us : info@gh4t.com or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.