



*Training Course:  
Train Of Trainers Program TOT*

*23 - 27 December 2024  
Accra (Ghana)*

## Training Course: Train Of Trainers Program TOT

Training Course code: MA12366 From: 23 - 27 December 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

Training of Trainers TOT program provides you with deep insights into the art of training and facilitation of educational techniques as well as the know-how of developing an interactive course curriculum. Our TOT course will transform skill set, refining them to make a confident and competent professional trainer. Attendees will explore the psychology behind the learning mechanism of adults/mature learners and take a systematic approach to deliver training sessions that meet participants' needs.

### Course Objectives:

- Identifying the characteristics of an exceptional trainer
- Conducting short group training sessions that incorporate key training concepts
- Developing an effective training styles such as Addie style, using appropriate training aids and techniques
- Understanding the key principles of effective communication
- Explaining various methods for making lecture-based programs active
- Describing a needs analysis and why it is a necessary step in any training program
- Knowing how to write training objectives and evaluate it
- Developing a training program structure
- Presenting information in a clear, concise, engaging manner

### Target Audience :

- Trainers
- Managers
- Executives
- Anyone who needs to sharpen his knowledge and skills in Train the Trainer
- Trainers from the ILO and other UN Agencies, as well as the EC and other development cooperation entities who serve on international development projects;
- Technical specialists and project staff who engage with constituents and other stakeholders;
- Facilitators who manage learning and change processes;
- Teachers and vocational education experts seeking to introduce innovation into their curricula so as to contribute to the flourishing of their learners' potential and creativity;
- Human Resources managers working for ministries, public agencies, enterprises and trade unions who need to improve their learning coordination and supervision;
- Union representatives who are responsible for human development.

### Course Outline:

#### Day 1

- Stages of interpersonal communication
- The training steps & stages
- Overhead projector demonstration

- Essentials of effective training
- Components of learning
- Nurturing motivation and the incentive to learn
- Principles of adult learning
- Learning methods

#### Day 2

- The learning cycle
- The learning process
- The trainer's role
- Putting self in the position of the learner
- Giving and receiving feedback
- Motivation and creating positive attitudes toward learning
- Dealing with difficult situations
- Identifying the audience

#### Day 3

- Overview on ADDIE model of training
- The five stages of a development process: Analysis, Design, Development, Implementation, and Evaluation
- Performing a needs analysis
- Writing objectives
- Outlining the program
- Differences between training and presenting
- Training vs. showing the user

#### Day 4

- Researching and writing the program
- Testing the program & managing questions and answers
- Questioning techniques
- Clues and tips in questions
- Types of activities
- Sensory systems
- Identifying the learner's preferred sensory system

#### Day 5

- Psychology of adult learners and their learning mechanism
- Facilitating effective "uptake" and recall strategies in learning
- Getting buy-in
- Using humor
- Quick and easy games
- Troubleshooting games & Visual aids and presentation tips

## Registration form on the Training Course: Train Of Trainers Program TOT

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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.