



*Training Course:  
Train Of Trainers Program TOT Specialist*

*16 - 27 September 2024  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Train Of Trainers Program TOT Specialist

Training Course code: HR234815 From: 16 - 27 September 2024 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 9520 € Euro

### Introduction

The 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 sets, 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 style 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
- Mastering the new training cycle
- How to specify training from external providers
- How to manage demands and prioritize any training request
- Understand and be able to implement a training system and understand the software available
- Be able to explain to others how training costs are arrived at
- Show to others the value of training

At the end of this course, delegates will be able to:

- Write learning objectives and be able to do specifications for internal and external use
- Know how to prioritize training and be able to convincingly explain the process to others
- Know how to identify competency gaps and measure training results from competency-based training
- Know what to look for when sourcing external suppliers and how to get the best value
- Understand the role and possibilities of the 4 key jobs in training and be able to explain this to others
- Explain to others how training adds value and show practical examples in both the Public and Private Sectors.

### 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 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.

## Personal Impact of Preparing and Developing Training Specialists and Coordinators

- Have the correct information and process knowledge to make informed decisions
- Be able to talk with confidence on all of the 4 key areas of training
- Master the jargon and be able to become professional in your approach
- Be able to make sound decisions on which areas of training you might want to work in, in the future.
- Be more effective in your day-to-day work by mastering several training processes
- Know and be able to explain to others why some people will not respond to training

## Course Outline:

### First Week:

#### DAY 1

##### How People Learn and What Interferes with the Learning Process

- Introduction and program objectives
- How adults learn - discussion
- Motivators to the learning process
- Learning styles - demonstration and questionnaire
- How personality plays such an important role in learning
- Reasons why people find it difficult to learn - exercise
- Medical impediments to learning no matter how good the training is
- Latest data on memory - and what we can do to improve it - demonstration

#### DAY 2

##### The Role and Function of Today's Training Departments

- Group exercise - what does training do?
- The roles within training
- The new training activities map - discussion
- So who should do what in training - group exercise
- Feedback from the exercise
- Should training be a profit center and how should it demonstrate value?
- Training role in other matters - succession planning
- Business emergency procedures - exercise

#### DAY 3

## The Two Principle Training Requirements - Competency & Performance

- Competency - The History
- How competencies are constructed - practical exercise
- How much training comes from competency requirements
- Measuring before and after results of competency-based training
- What is performance
- Types of performance-based training - group exercise
- How to measure and evaluate performance-based training
- DVD - Training in action - group feedback and review

## DAY 4

### The Training Cycle - 2011 and Beyond

- How training is identified - group exercise
- A new and easier approach to Training Needs Analysis
- DVD on TNA - discussion
- How to cost training - easy method - demonstration
- Keeping accurate training records - what's needed and new software
- How to prioritize all training - group exercise
- Prioritizing training - feedback, and process needed
- How much value is in training - Case study and results

## DAY 5

### Getting the Best from Internal and External Training Providers

- Understanding Learning Objectives
- How to write learning objectives - group exercise
- Short cut easy way to write competency-based learning objectives
- How would you measure performance-based learning objectives - discussion
- Should high-level training results be rewarded?
- A professional evaluation tool should you need one
- Review of progress to date - your presentations

## Second Week:

### Day 6

- Stages of interpersonal communication
- The training steps & stages
- Overhead projector demonstration
- Essentials of effective training
- Components of a learning
- Nurturing motivation and the incentive to learn
- Principles of adult learning
- Learning methods

### Day 7

- 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 8

- Overview of the 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 9

- 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 10

- 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 Specialist

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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  
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registration  
form to: +20233379764

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info@gh4t.com  
or training@gh4t.com

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