



*Training Course:  
Train Of Trainers Program TOT Specialist*

*26 October - 6 November 2026  
Milan (Italy)*

## Training Course: Train Of Trainers Program TOT Specialist

Training Course code: HR234815 From: 26 October - 6 November 2026 Venue: Milan (Italy) - Training Course Fees: 9450  
€ Euro

### Introduction

The Training of Trainers TOT program is a comprehensive, practice-driven course designed to transform participants into **high-impact professional trainers and facilitators**. In today's knowledge-driven economy, effective training is not limited to content delivery—it requires mastery of **adult learning principles, instructional design frameworks, facilitation techniques, and performance measurement**.

This program equips participants with the ability to **design, deliver, and evaluate training programs** using modern methodologies such as the ADDIE Model, competency-based learning, and performance-driven training cycles. Participants will explore the psychology of adult learners, develop engaging training styles, and gain hands-on experience in delivering impactful learning sessions.

By the end of the program, participants will be capable of **leading training initiatives, designing structured learning experiences, and demonstrating the business value of training within their organizations**.

### Program Objectives

By the end of this program, participants will be able to:

- Identify and demonstrate the characteristics of an **effective professional trainer**
- Design and deliver engaging training sessions using structured methodologies
- Apply the ADDIE Model in training design and delivery
- Conduct **Training Needs Analysis TNA** and identify competency gaps
- Develop measurable learning objectives and evaluate training outcomes
- Utilize interactive techniques to transform traditional lectures into active learning
- Manage training processes, priorities, and resource allocation
- Evaluate training ROI and demonstrate organizational value
- Select and manage internal and external training providers effectively

### Target Audience

- Professional Trainers and Facilitators
- HR and Learning & Development Professionals
- Managers and Team Leaders responsible for training delivery
- Consultants and Technical Specialists involved in capacity building
- Educators and Vocational Trainers
- Professionals working in international development projects e.g., UN, NGOs

## Program Outline

### Week 1: Foundations, Strategy & Training Systems

#### Day 1: How Adults Learn and Learning Psychology

- Adult learning principles and behavioral drivers
- Learning styles and personality impact on learning
- Barriers to learning and cognitive limitations
- Memory retention techniques and learning reinforcement
- Practical exercise: Diagnosing learning challenges

#### Day 2: The Role of Modern Training Functions

- Evolution of training departments
- Key roles within L&D functions
- Training as a strategic vs. support function
- Training as a value center vs. cost center
- Link between training, succession planning, and business continuity

#### Day 3: Competency & Performance-Based Training

- Competency frameworks and their structure
- Linking training to competency gaps
- Performance-based training models
- Measuring training effectiveness before and after delivery
- Workshop: Building competency-based training plans

#### Day 4: Training Cycle and Needs Analysis

- Modern training cycle and frameworks
- Training Needs Analysis TNA methodologies
- Training prioritization models
- Costing training programs and budgeting basics
- Training records and systems management

#### Day 5: Learning Objectives & Training Evaluation

- Writing SMART and competency-based objectives
- Measuring training outcomes and effectiveness
- Evaluation tools and feedback systems
- Managing external training providers and vendor selection
- Participant presentations and feedback

### Week 2: Facilitation, Design & Delivery Excellence

#### Day 6: Communication and Facilitation Essentials

- Interpersonal communication in training
- Core facilitation techniques
- Motivating learners and engagement strategies

- Structuring effective training sessions
- Learning methods and delivery styles

#### Day 7: Learning Process and Group Dynamics

- Learning cycle and learner engagement
- Trainer vs. facilitator roles
- Managing group dynamics and difficult participants
- Feedback techniques and behavioral influence
- Identifying audience needs and expectations

#### Day 8: Instructional Design using ADDIE

- Overview of the ADDIE Model
- Stages: Analysis, Design, Development, Implementation, Evaluation
- Conducting structured needs analysis
- Designing training content and outlines
- Differences between training, presenting, and coaching

#### Day 9: Program Development and Delivery Techniques

- Researching and developing training materials
- Structuring content for engagement and retention
- Advanced questioning techniques
- Designing activities and experiential learning
- Identifying sensory learning preferences

#### Day 10: Advanced Facilitation & Training Mastery

- Psychology of adult learners and motivation
- Techniques for improving knowledge retention [uptake]
- Building learner engagement and buy-in
- Using humor, games, and energizers effectively
- Visual aids and presentation mastery
- Final practical assessment: Delivering a full training session

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

Training Course code: HR234815 From: 26 October - 6 November 2026 Venue: Milan (Italy) - Training Course  
Fees: 9450 € Euro

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.