



*Training Course:
Train Of Trainers Program TOT Specialist*

*31 May - 11 June 2027
Vienna (Austria)*

Training Course: Train Of Trainers Program TOT Specialist

Training Course code: HR234815 From: 31 May - 11 June 2027 Venue: Vienna (Austria) - Training Course Fees: 9550 € 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

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

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Full Name (Mr / Ms / Dr / Eng):
Position:
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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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