



*Training Course:
Train of Trainers Program TOT*

*23 - 27 August 2027
Vienna (Austria)*

Training Course: Train of Trainers Program TOT

Training Course code: MA12366 From: 23 - 27 August 2027 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

Introduction

Effective training delivery is a critical component of organizational development and knowledge transfer. This [Train of Trainers TOT Program](#), developed by [Global Horizon Training Center](#), is designed to equip participants with the essential skills, methodologies, and confidence required to design, deliver, and evaluate impactful training sessions.

The program focuses on adult learning principles, instructional design, facilitation techniques, and performance evaluation. Participants will develop the ability to engage diverse audiences, communicate effectively, and deliver training that drives measurable learning outcomes and organizational performance.

Course Objectives

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

- Understand the principles of adult learning and training methodologies
- Design structured and effective training programs
- Deliver engaging and interactive training sessions
- Apply facilitation and presentation techniques effectively
- Manage group dynamics and handle challenging participants
- Use training tools, visual aids, and digital technologies
- Assess learning outcomes and evaluate training effectiveness
- Provide constructive feedback and continuous improvement

Target Audience

This program is designed for:

- Trainers and Facilitators
- HR and Learning & Development Professionals
- Subject Matter Experts transitioning into training roles
- Managers and Team Leaders responsible for training staff
- Consultants and Coaches
- Professionals involved in capacity building and knowledge transfer

Outline

Day 1: Foundations of Training and Adult Learning

- Introduction to Training and Development
- Role and Responsibilities of a Trainer
- Principles of Adult Learning Andragogy
- Learning Styles and Preferences
- Training Needs Analysis TNA
- Setting Learning Objectives

Day 2: Instructional Design and Training Planning

- Designing Effective Training Programs
- Structuring Training Content and Materials
- Developing Lesson Plans and Session Outlines
- Selecting Training Methods and Techniques
- Preparing Training Aids and Visual Materials
- Time Management in Training Delivery

Day 3: Training Delivery and Facilitation Skills

- Presentation and Communication Skills for Trainers
- Facilitation Techniques and Engagement Strategies
- Managing Group Dynamics
- Handling Difficult Participants
- Using Interactive Methods Case Studies, Role Plays, Exercises
- Building Confidence as a Trainer

Day 4: Assessment and Evaluation of Training

- Measuring Learning Outcomes
- Training Evaluation Models e.g., Kirkpatrick Model
- Designing Assessments and Feedback Tools
- Providing Constructive Feedback
- Continuous Improvement of Training Programs
- Using Technology in Training Evaluation

Day 5: Practice, Coaching, and Certification

- Delivering Practice Training Sessions
- Peer and Trainer Feedback
- Coaching and Mentoring Techniques
- Personal Development Planning for Trainers
- Final Assessment and Performance Evaluation
- Certification and Program Wrap-Up

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
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