Epitome

ENRICHING PEOPLE

"Execution Excellence"
Training of Trainers

Training – No mean Task!

Rapid development in technology may certainly be giving rise to computer based learning in place of class room based learning. However, one cannot dispute the fact that the instructor continues to be one of the most important elements in the process of teaching and learning.

Even today, most of us can recall a particular teacher who, devoid of technology, made a subject come alive and inspired our learning.

Yes, the training environment is very different to a teaching environment. The learners in the training room are no longer regular students. They are mature adults who have given up studying a long time ago. The company policy demands that they attend a training program to learn new information, re-learn and reinforce existing knowledge and skills and most importantly help them improve their effectiveness at work.

Added to this is the biggest challenge of all times - most adults come to the room with a pre-conceived notion that training is a waste of time.

Thus the most important task of a Trainer is to bring these adults back to a learning environment and continue to engage their attention. The instructor has to make the learning effective, meaningful and a rewarding experience - which is no mean task!

Training of Trainers

Standing up in front of a group of delegates as the "expert" can often be an unnerving proposition. With this in mind, this workshop provides the delegates with a range of tools, techniques and skills with which to make the training room an inspiring and fun learning place.

An essential component of training is meeting delegate's expectations and this workshop will ensure that delegates handle these expectations through being prepared; having the skills to set and achieve objectives; the confidence to handle difficult delegates and situations; and the knowledge and professionalism to take the training forward in a safe and engaging manner.

Curriculum

This three-day training of trainers (TOT) curriculum is designed for approximately 25 participants. The overall objective of the training of trainers workshop described here is to build the capacity of trainers to design and deliver a training program with high impact.

The expected outcome of this training is the development of confident, competent trainers with the skills to design and implement a training program for varied audience.

Topics described in this curriculum will be accompanied by notes on Training Techniques. These provide information to help trainers understand why a topic is important; how specific techniques will contribute to the objectives of the independent module.

About this workshop

The purpose of this workshop is to develop delegates' skills and confidence to ensure that they deliver sessions of quality and substance.

Intended audience

This workshop is aimed at subject matter (technical) experts who would be delivering training in their respective specialist area(s); those of whom, irrespective of field, have a desire to pursue the profession of Training & Facilitation; and for those with little or no learning and development experience who have been tasked with designing and delivering training sessions.

Learning outcomes

By the end of this session, delegates should be able to:

- determine learning needs
  - undertake comprehensive training needs analysis exercises
- write meaningful learning outcomes
  - accurately reflect the knowledge and skills learners can expect to attain
- design effective and engaging training sessions
  - consider a range of learning preferences, learning styles, development methods and accelerated learning techniques
- create engaging and memorable supporting visuals and written materials
  - enhance the learning experience
- confidently deliver training sessions
  - facilitate associated discussions and make an impact
- apply evaluation techniques
  - ensure that training methods are meeting the desired learning outcomes

Format

- It is assumed that delegates will have been assigned a specific workshop to develop, or are in the process of designing one, or have workshops already designed that are in need of refreshing.
- This workshop has been designed as a **suite of 6 modules**. This will enable delegates to apply and refine learning at each key point in the process.
- Keeping in mind the practical elements (as the modules are designed to be completed with the learning environment and brought along to the next session) and as delegates needs dictate a **shorter time period**, we have compressed 6 modules in to **3 full days – 9.00 am to 5.00 pm each day.***
- Delegates will be required to **invest time in pre-work both before and in between all modules**. Therefore, delegates would be allowed sufficient time during each module for application of learning.
- Given the practical and participative nature of this workshop, it is strongly recommended that the **optimum number of delegates is 20**.
  *** If desired, the workshops could be modified from 3 full days to 6 half days**

Execution Excellence

Day 1: **Setting up –** *Design your Program and Craft the Agenda*	**Module 1: Introduction** • Introduction of Trainers and Participants • Defining Participants' Expectations • Establishing a Positive Climate and Spirit of Cooperation • The Goal of the Training of Trainers Course and Unit Objectives • Understanding who we are – Trainer's Persona **Module 2: Adult Learning** • Principles of Adult Learning • Characteristics of Adult Learning and Behaviors • Principles that Influence the Learning Process and behavior modification • Concentration and Attention Span • Understanding Learning Styles Inventory
Day 2: **The Art of Facilitation -** *Run your Workshop*	**Module 3: Planning for Training** • Conducting a Needs Assessment • Differentiating Goals and Objectives • Competency-Based Training • Conducting Micro-Training Sessions **Module 4: Facilitation Skills – Part 1** • Training Aids: Definition, Uses, and Selection • Advantages, Disadvantages, and Handling Tips on Training Aids • Preparing Creative Visual Aids • Using of Verbal and Nonverbal Communication • Providing Feedback
Day 3: **Putting it all Together –** *End with a Bang!*	**Module 5: Facilitation Skills – Part 2** • Implementation of Different Training Techniques • Understanding the significance of Training Techniques • Benefits of Story Telling • Need for Ice breakers, Energizers, Exercises, Case Study, Group Activities • Rationale and Relevance of Business Simulation Games **Module 6: Closing the Training** • End with Impact • Restate the workshop summary objective • Share most valuable "take-away" • Evaluation of Training • The Purpose of Evaluation in Training • Evaluation Methods and developing the apt tool • Reflection and Action

Who would facilitate this workshop?

The lead facilitator is an experienced and competent learning and development professional.
He is a corporate leadership trainer, a business coach, a mentor and above all,
a profound speaker and a motivator.
This ensures that the highest standards in learning and development are nurtured. All delegates will benefit from observing good practice in action.

For any further clarifications, please contact:

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EPITOME Mentors

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