TRAIN THE TRAINER
Course Outline

SPARTAN
Allied Services
Deliver Results - Create Value

Program Overview

This 2-Day Training Program is designed to benefit employees that are being asked to design and/or deliver training in the workplace. This is a highly interactive, high intensity and high impact train the trainer course designed for workplaces that need trainers who can hit the ground running as soon as possible.

This program will teach participants how to determine the needs of an audience, improve classroom charisma, handle difficult participants, used activities effectively, learn more about the leaning needs of adults, planning and developing different types of training, delivering and assessing the success of the training.

This course will also cover the latest best practices and a number of opportunities to put learning into action. They will be able to practice delivery through several rounds of short presentations and trainings to be evaluated by the facilitator and the participants too. They will also learn how to develop a training course, Know Key concepts related to adult learning, training course design and training evaluation.

Duration

2 – Day Program

Learning Objectives

At the end of this training, participants will be able to:

- Identify the characteristics of an exceptional trainer.
- Learn how to communicate one's message effectively.
- Understand and identify different behavioral styles and adapt training as necessary.
- Learn how to deliver a course ensuring all the key elements of effective training are included
- Learn how to design a course targeted for adult learners.
- Gain Techniques for providing encouragement and coaching during the entire training process.
- Prepare and deliver a training session.
- Describe a needs analysis and why it is a necessary step in any training program.
- Develop strategies for handling hecklers and other difficult and disruptive participants.
- Point out the highlights and pitfall of various trainings.
- Present information in a clear, concise and engaging manner. Participants will demonstrate successful understanding of key concepts during a practice and final presentation.
- Learn how to create and use pre and post training course evaluation forms.
- Learn how to evaluate their peers and also receive feedback from them during the class.
- Train confidently without hesitation.

Target Audience

Designed for anyone who is involved in the development of staff including managers, team leaders and internal training and coaching staff, this two day course is suitable for both newly appointed trainers as well as those seeking to update and refresh their skills focusing on training delivery's best practice.

Project Structure and Outline

The Program is delivered using a combination of instructor-led discussion, case study and Training exercises on practical implementation of the concepts discussed within the training. The topics presented below define the areas of focus under the program and will be modified as needed to meet the company's business objectives.

- **Fundamentals of Training**

  - Effective Workplace training
  - What makes training effective
  - Different Types of Training
  - Characteristics of an Exceptional Trainer
  - How to provide a good training environment.

- **Adult Learning in Training and Development**

  - The principles of Adult Learning
  - Matching Training Methods to learning preferences and situations
  - Different Learning Styles
  - Different Types of Adult Learners

- **Tuning your Facilitation Skills**

  - The Art of Facilitation
  - Developing your training styles
  - Changing and improving your presentation skills
  - Planning and preparing your training session
  - Focusing your energy on the training session
  - Overcoming Nervousness.
  - Workshop activities

- **Creating a relaxing and interactive training environment**

  - Trainer's role as an effective communicator
  - Proper use of non-Verbal communication and effective body language
  - Setting the climate using Trainer's tool chest: Icebreakers, Energizers and Training Related Group Activities.

- Managing a difficult Trainee
- Handling difficult situations when delivering training.
- Activities/Role Play

- **Training Program Design and Planning**

  - Designing the training program
  - Determine the objectives and learn how to write one.
  - Planning a workshop
  - Preparing for a training outline/training plan

- **Training Evaluation**

  - Assessment of learning objectives
  - Discussion of some suggested evaluation forms.
  - Discussing current Training evaluation form of the company
  - Evaluation of Training

- **Effective Visual Aids**

  - Using Visual Aids Effectively
  - Selecting suitable visual aid and review available options and the benefits and drawbacks of each

- **Final assessment**

  - All participants will be given a chance to have a short presentation will have to expect the following:

    - Presentation will be evaluated by the trainer and participants.
    - Topics will be freely chosen by the participants and will be presented on the 2nd day of training. **Tool to use: PPT.**
    - Participants may video their presentation and assessment for reference.

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Why Choose SAS Management Inc.

We Deliver Results

SAS Management Inc. has consistently proven its capability to deliver and exceed our clients' expectations. We are the only PEOPLECERT© Accredited Training Organization (ATO) in the Philippines. Our pool of consultants and trainers are seasoned industry veterans who have above average qualifications and certifications such as Business Management, Process Improvement, and Organizational Development Programs.

We Create Value

SAS Management Inc. believes in ensuring that our services meet the intended needs of our clients. To us, it is more than just providing training and consulting but rather ensuring that these are the things that our clients really need. This is why SAS Management Inc. is probably the only training provider that does a thorough needs assessment prior to providing a proposal. Our goal for every proposal is to CREATE VALUE for your organization.

SAS Management, Inc. is affiliated and endorsed by the following organizations: