



Certificate Course in Train The Trainer
4 Day course

Introduction:

A rapid economic growth in India will necessarily require a large well trained workforce. The requirement shall be to train more than a 500 million youth in the coming decade. A good quality of training apart from other things also requires well qualified trainers. The objective of this course shall be thus to train participants to be able to deliver training effectively. This program is domain neutral and thus focuses solely on training delivery and not on specific subjects/domain expertise

Overview:

Our Train The Trainer Certificate Course has been developed to prepare participants with the knowledge and skills necessary to design and implement high impact and effective training programs.

Training Objectives:

- Develop the Skills & Competencies required for a Successful Trainer
- Know Your-self using a psychometric instrument
- An Understanding of Adult Learning Principles to know the audience Dynamics
- Conduct a Training Need Analysis
- Creating a Dynamic Training Program using Instructional Design Methodology
- Facilitation Skills
- Introduction to Coaching & Mentoring
- Measure impact of training using Kirkpatrick model
- Social Media Marketing tools to market trainings to internal as well as external customers

Training Topics:

- Introduction and overview
- Learning and styles of learning:
 - o Adult Vs Child learning
 - o Adult learning stages
 - o Motivators and barriers to learning
- Training Needs Analysis
 - o importance of a TNA
 - o the process of conducting a high level TNA at an organisational level.
 - o conducting a TNA at the operational level for a specific team or group of employees
- Design of training programs
 - o Structuring training programs
 - o Answering WIIFT 'What's In It For Them'?
 - o The look and feel of the presentation
 - o Presentation flow
 - o Usage of animation

Development of Training Material:

- Basics of Instructional Design
 - o Understanding the audience
 - o Structure of delivery
 - o Mediums of delivery
 - o Methods of evaluation
 - o Identification of Training Activities
- Facilitation skills:
 - o Roles that trainers play
 - o Questioning skills
 - o Group handling skills
 - o Handling dysfunctional behaviour
 - o Body language
- Measure impact of training using Kirkpatrick model
 - o the Kirkpatrick model of evaluation in detail
 - o Create tools for the various levels of evaluation.
 - o Learn to effectively administer the tools and analyze them.

- Social Media Marketing tools to market trainings to internal as well as external customers
 - Design Campaigns for internal & external customers
 - Learn basics of Social Media Marketing

Who Should Attend?

- Trainers / Aspiring Trainers
- All team managers whose role involves training and coaching
- People with passion for training

The Participant Receives:

- Professionally Prepared Materials
- Individual Feedback
- Evaluation of their training skills
- A Training Certificate upon successful completion with a satisfactory grade; A participation certificate for those who are assessed

Training Hours:

The duration of the training program will be 4 days

Venue:

Josho Learning Pvt. Ltd. 607 Avior Corporate Park, L.B.S Marg, Mulund West, Mumbai 400 080

