

## FUNDAMENTALS OF TRAIN THE TRAINER

DURATION: 2 DAYS

TIME SCHEDULE

Time: 9:00am to 5:00pm

Lunch Break: 1:00pm to 2:00pm



### INTRODUCTION

This Train The Trainer programme provides your organizational line trainers with the necessary tools to initiate and implement workplace training, plus to evaluate the learning effectiveness towards continuous improvement. It helps your line trainers to transfer the newly acquired knowledge & skills, plus the expected behavioural change throughout your organization via a step-by-step learning methodology

### BENEFITS

Upon completion of this program, participants will be able to:

- Described the elements of training cycle
- Develop a structured and practical training session plan
- Deliver an effective and impactful experiential training session

### KEY CONTENT

#### MODULE 1 - WHAT CONTRIBUTES TO EFFECTIVE WORKPLACE TRAINING?

- Understand the concept of effective workplace training
  - The A.D.D.I.E Cycle
    - Analyze
    - Design
    - Develop
    - Implement
    - Evaluate
- Determine and apply the appropriate training approach – The 'S-T-L-F' Methodology
  - The 'See' element in learning
  - The 'Think' element in learning
  - The 'Listen' element in learning
  - The 'Feel' element in learning

- Implement the appropriate training options
  - On the job training
  - Classroom training

## **MODULE 2 - TRAINING SESSION PLAN DEVELOPMENT**

- Introduce a training session with full impact – INTRO Principle
- Set clear and concise training outcomes – Collaborate required performance, criteria and condition
- Structure a practical training session – Five logical steps
  - Present new information strategically
  - Provide activity and/ or exercise practically
  - Check learner’s understanding tactically
  - Conclude learning elements effectively
  - Prompt relevant question & invite answers openly

## **MODULE 3 - TRAINING METHODOLOGY**

- Understand why adults learn?
- Application of Adults Learning Principles towards effective training delivery
  - CAREER framework
  - Tell – Show – Do approach
- Application of experiential learning methodology
  - Collaborate the FIVE (5) sensory to impart learning messages effectively
  - The four essential training strategy
    - Case Study
    - Experiential Activity
    - Demonstration
    - Video Clip

## **MODULE 4 - PRESENT AN IMPACTFUL TRAINING SESSION**

- Break the F.E.A.R. in you during presentation
  - The power of positive visualization
  - The THREE (3) C’s formula
    - Be calm
    - Be comfortable
    - Be in control
- Create an ‘open’ learning environment
  - Extend respect, to gain respect
  - Recognition of prior learning
- Effective usage of training aids – Do’s and Don’ts
  - Presentation slides
  - Audio-visual aids
  - Handouts
  - Flip-chart
- The power of verbal and non-verbal communication in training
  - Choice of words

- Tone of voice
- Body language
- Application of the appropriate questioning techniques to enhance level of understanding.
  - “Open” and “Closed” questions.
  - Pose – Pause – Pick Methodology
- Provide feedback through “Sandwich Approach”

## **MODULE 5 - MOCK TRAINING PRESENTATION (BY PARTICIPANTS)**

### **AUDIENCE**

This course is suitable for Supervisors, Executives, Managers who is involve in training and development activities. This course also designed for level of Supervisors and above.

### **METHODOLOGY**

This program will be conducted with interactive lectures, PowerPoint presentation, discussions and practical exercise