

[HUMAN RESOURCE SERIES]

TRAIN THE TRAINER



TARGET AUDIENCE

New trainers

COURSE OVERVIEW

Most people who call themselves trainers today probably didn't start out to be trainers. They often work in a field where they develop extensive knowledge and then are asked to share what they know. Many trainers have some experience with teaching, writing, or leadership, although they come from nearly every field. As such, people who work as trainers are often put into difficult situations without much understanding of what training is or how to do it well. We know that being a good trainer is the result of developing skills to bring information to an audience. This information will then engage, empower, and encourage continued learning and development. This course will give you the skills that you need so that your students not only learn, but also enjoy the process, retain information shared, and use their new skills back in the workplace. Participants will also have the opportunity to conduct a short group training session that incorporates these training concepts.

COURSE OBJECTIVES

- Recognize the importance of considering the participants and their training needs, including the different learning styles and adult learning principles.
- Know how to write objectives and evaluate whether these objectives have been met at the end of a training session.
- Develop an effective training style, using appropriate training aids and techniques.
- Conduct a short group training session that incorporates these training concepts.

COURSE OUTLINE

- Module 1 : Defining a Successful Training Program
- Module 2 : What Makes a Successful Trainer?
- Module 3 : A Word about Adult Learning
- Module 4 : Principles of Adult Learning
- Module 5 : What's Your Type? How About Mine?
- Module 6 : Applying the Learning Cycle
- Module 7 : Introverts and Extroverts
- Module 8 : The Training Process
- Module 9 : Planning Training
- Module 10 : Choosing Training Methods
- Module 11 : Designing a Learning Sequence
- Module 12 : Setting the Climate
- Module 13 : Presentation Skills
- Module 14 : Dealing with Difficult Trainees
- Module 15 : On-the-Job Training

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