



Overview:

Our workshop has been developed to prepare participants with the knowledge and skills necessary to design and implement high impact training programs.

Training Objectives:

- Develop the Skills & Competencies required for a Trainer
- Discover & Develop Comfort and Confidence in front of an Audience
- An Understanding of Group (audience) Dynamics
- Handling Cynicism, Fear and Resistance
- Creating a Dynamic Training Program
- Creating Energy in The Training Room
- Role-Play Management Skills
- Using Your Personal Strengths to Your Advantage in the Training Room

Training Topics:

- Introduction and overview
- Learning and styles of learning:
 - Adult Vs Child learning
 - Adult learning stages
 - Motivators and barriers to learning
- Training Needs Analysis
- Design of training programs
 - Structuring training programs
 - Answering **WIIFT** 'What's In It For Them'?
 - The look and feel of the presentation
 - Presentation flow
 - Usage of animation



- Development of Training Material:
 - Understanding the audience
 - Structure of delivery
 - Mediums of delivery
 - Methods of evaluation
 - Identification of Training Activities
- Facilitation skills:
 - Roles that trainers play
 - Questioning skills
 - Group handling skills
 - Handling dysfunctional behaviour
 - Body language

Who Should Attend?

Attendees who are aspiring trainers/facilitators and are comfortable with making group presentations, leading group discussions, answering questions and the fundamentals of designing power point

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 3 days



Training Methodology:

Our training is carried out in a risk free environment, which encourages trainees to practice the skills that are taught. We use a number of training methods including simulations, video recording with feedback and group exercises to enhance the learning process.

- PowerPoint Presentation
- Simulations with video recording
- Games and Group Activities
- Sample presentations and exercises