



Overview:

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

Training Objectives:

- Discover & Develop Comfort and Confidence in front of an Audience
- Develop the Skills & Competencies required for a Trainer
- 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 program
- Development of Training Material:
 - Understanding the audience
 - Structure of delivery
 - Mediums of delivery
 - Methods of evaluation
 - Identification of Training Activities
 - Creation of the Facilitator Guide



- Creation of the Participant Guide
- Facilitation skills:
 - Roles that trainers play
 - Questioning skills
 - Group handling skills
 - Handling dysfunctional behaviour
 - Body language

Who Should Attend?

Attendees should be 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

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
- Role Plays
- Games and Group Activities
- Case Studies

Resources Required:



Train The Trainer Workshops



MMM Training Solutions
Seamless Transformation

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- MMM Training Solutions will conduct the training.
 - Maximum number of participants to a class will be 15.
 - The training will be conducted at a venue organized by client.
 - The following will be provided by client:
 - Handouts will be printed/photocopied
 - An LCD projector
 - Audio speakers