

Train The Trainer Certification

HS-101

Duration: 5 days; Instructor-led

Time: 9:00 AM – 5:00 PM

ABOUT THIS COURSE

Train The Trainer (TTT) course provides you with the necessary tools to initiate and implement workplace training, plus to evaluate the learning effectiveness towards continuous improvement. It helps you to transfer the required knowledge & skills, plus the expected behavioural change to the target audience via a step-by-step learning methodology.

OBJECTIVES

PLAN for adult learning session with high impact by

- Understanding the learning styles of the participants,
- Matching the instructing styles preferences of trainers accordingly,
- Applying them constructively in training situations.

PERFORM fundamental training needs identification to determine relevant training interventions by

- Understanding the concept and scope of TNA,
- Understanding the qualitative and quantitative methods of data gathering,
- Designing and administering data gathering instruments for performance gap analysis,
- Reporting TNA findings at organizational, departmental and individual levels,
- Identifying target participants for appropriate training course to TNA report findings.

DESIGN a competency based training course and to develop a structured and practical training session plan by

- Writing training rationale to learning objectives and learning outcomes,
- Interpreting the TNA findings to workplace standards,
- Identifying training topics for developing training contents,
- Selecting appropriate training methods,
- Developing training resources.

CONDUCT competency based training course and to deliver an effective and impactful training session by

- Preparing session plan,
- Applying presentation skills,
- Promoting learning,
- Facilitating training activities,
- Providing learning support,
- Coordinating training arrangements

ASSESS participant's competency and to conduct workplace assessment to evaluate training effectiveness by

- Planning participant's assessment,
- Preparing knowledge assessment tools,
- Preparing skills assessment checklist,
- Conducting knowledge assessment,

- Preparing assessment report

COURSE CONTENTS

Module 1: Plan Adult Learning

The characteristics of a competent trainer to plan for adult learning sessions.

- Demonstrate the attitude and behavior that project characteristics of an effective trainer
- Apply the differences between teaching and learning as well as learning styles

Understand and discuss the characteristics of a competent trainer.

- Identify participant's learning objective
- Identify participant's learning styles
- Determine adult learning approaches

Application of Carl Rogers' Self-Concept Theory in adult learning session.

Understand ethical practices of training. Understand the importance of trainer as a reflective individual.

Module 2: Conduct Training Needs Analysis (TNA)

Describe the process of TNA and apply this process to real life training situations

The Scope of Training Needs Analysis

- Organisational Analysis
- Occupational Analysis
- Individual Analysis

The Training Needs Analysis Process

- Determine data gathering methods
- Perform gap analysis
- Report TNA findings

The Training Needs Analysis Methods

Module 3: Develop & Design Competency Based Training Programmes

Understand competency and workplace standards.

Determine overall programme requirements.

- Objectives of the programme,
- Entry level,
- Prerequisites,
- Trainee characteristics

Writing learning outcomes in objective terms.

- Statement of performance,
- Assessment criteria,
- Assessment condition,
- Assessment methods

Prepare training contents and sequence.

- Identify topics and sub-topics,
- Sequence the content,
- Determine time allocation

Determine Training Method.

Develop Training Resources.

- Select training materials,
- Develop training materials

Module 4: Conduct Competency Based Training Programmes

Design session plan.

Coordinate administrative arrangements.

Promote learning.

Facilitate groups.

Apply motivational strategies

Monitor learning

- Learning taxonomy
- Questioning and testing methods

Implement effective training activities – case studies, role-play, demonstration, work based projects, games, simulation, group-work, workshop, etc. Provide learning support.

Module 5: Assess Participants' Competence

Plan participants' assessment.

Prepare knowledge and skill assessment tools. Develop methods for assessing knowledge and performance.

Conduct knowledge and skill assessment.

Administer assessment.

Analyse and prepare assessment report.