

Workshop Title	<b>Certified Trainer Program</b>
Workshop Duration	4 Days
Workshop Description	This workshop provides essential skills and techniques to develop presentation and facilitation of a trainer/ facilitator. The trainer/ facilitator will understand the importance of the combination of training and facilitation skills to encourage participants to share their experiences, knowledge and expertise. The workshop will begin with an assessment to the actual delivery of a training session.
Who Should Attend?	<ul style="list-style-type: none"> <li>Trainers and Potential Trainers</li> </ul>
Workshop Learning Objectives	<ul style="list-style-type: none"> <li>To understand what it takes to be a professional trainer</li> <li>To develop confident and dynamic presentation skills</li> <li>To overcome stage fright with appropriate verbal and nonverbal communication</li> <li>To be aware of individual strengths and weaknesses in training/ facilitating</li> <li>To understand the importance of effective use of voice</li> <li>To develop facilitation techniques</li> <li>To be aware of the issues involved in working with an audience</li> <li>To select and use visual aids appropriately</li> </ul>
Workshop Outline	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>What Is Training and Development?</li> <li>The Essentials of Training and Development</li> <li>The Role of The Trainer -</li> </ul> <p><b>Module 1: Developing a Background in Training</b></p> <ul style="list-style-type: none"> <li>Communication Skills</li> <li>Teaching Skills</li> <li>Information Gathering Skills</li> <li>Technological Skills</li> <li>Political Skills</li> <li>Cultural Diversity Skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Content Versus Process Skills</li> </ul> <p><b>Module 2: Performing A Needs Assessment</b></p> <ul style="list-style-type: none"> <li>• The Purposes of a Needs Assessment</li> <li>• Components of a Needs Assessment</li> <li>• Procedures for a Needs Assessment</li> </ul> <p><b>Module 3: Designing Training Workshops</b></p> <ul style="list-style-type: none"> <li>• Developing Objectives and Goals</li> <li>• Learning Models and Training Modules</li> <li>• Application of Training to the Job</li> </ul> <p><b>Module 4: Creating Opening Exercises</b></p> <ul style="list-style-type: none"> <li>• What Opening Exercises Accomplish</li> <li>• What to Keep In Mind When Creating Opening Exercises</li> <li>• Ten Ways to Obtain Participation</li> </ul> <p><b>Module 5: Understanding and Adapting To Your Audience</b></p> <ul style="list-style-type: none"> <li>• Hooking Your Audience With The AIDA Strategy</li> <li>• Building Credibility and Rapport With Your Audience</li> <li>• Appreciating The Key Principles of Adult Learning</li> </ul> <p><b>Module 6: Developing Presentation Skills and Conducting Training</b></p> <ul style="list-style-type: none"> <li>• Assessing Your Presentation Skills</li> <li>• Planning and Preparing Your Presentation and Training Program</li> <li>• Delivering Your Presentation and Training Program</li> </ul> <p><b>Module 7: Creativity In Training</b></p> <ul style="list-style-type: none"> <li>• What Is Creativity And How It works In Training</li> <li>• The IDEA Process And The Benefits Of Having It for Training</li> <li>• 4 Key Techniques For Expanding Your Thinking Outside The Box</li> </ul> <p><b>Module 8: Using Rewards, Audiovisual Aids and Computers In Training</b></p> <ul style="list-style-type: none"> <li>• Creative Non-Monetary Rewards To Motivate The Audience</li> <li>• Various Types Of Audiovisual Aids and Its Impact</li> <li>• Various Effective Functions of the Computer</li> </ul> <p><b>Module 9: Training Facilities, Scheduling and Timing</b></p> <ul style="list-style-type: none"> <li>• Environmental Considerations and Training Settings</li> <li>• Training Formats and Various Approaches</li> <li>• Time Management and Its Impact On Setting Expectations</li> </ul>
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	<p><b>Module 10: Evaluating Training Programs</b></p> <ul style="list-style-type: none"> <li>• Your Audience’s Immediate Responses and Feedback</li> <li>• Enhancing Relationship to Performance on the Job</li> <li>• The Various Types of Evaluation</li> </ul>
<p>Training Methodology</p>	<p>The training methodology will include short lectures, role plays, games, activities, presentations, discussions, ideas sharing with continuous evaluation and real time feedback.</p>