



TRAIN THE TRAINER

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
- **Training Needs Analysis:**
 - Conducting Training Needs Analysis (TNA)
 - Methods of TNA
- **Design of Training Programs:**
 - Designing the Training Program:
 - Determining the message
 - Crafting the storyline
 - Building a presentation storyboard
 - Making the most of your visuals – pictures and graphs



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- Development of Training Material:
 - Understanding the audience
 - Structure of delivery
 - Mediums of delivery
 - Methods of evaluation
 - Identification of Training Activities

- **Delivering the Training Program:**

- Platform Skills

- Voice
 - Body language
 - Connect & Rapport with Audience
 - Enthusiasm

- Facilitation Skills

- Questioning
 - Listening
 - Drawing People out
 - Leading Discussions
 - Demonstrating a skill

- Process Skills

- Creating a positive environment for learning
 - Handling resistance
 - Debriefing
 - Summarizing & Effective wrap up

- **Evaluating the Training Program:**

- Understanding Kirkpatrick's levels of evaluation
 - Choosing evaluation techniques based on the nature of training





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Assessment Methodology:

- A Pre- and Post-Training Assessment will be conducted in the following way:
 - Each participant will come in prepared to do a 5–10-minute training session
 - Parameters that have been decided on will be used to score this presentation
 - This presentation will be video taped
 - At the end of the program, each participant will do another 5–10-minute training session
 - They will be graded on the same parameters
 - The presentation will also be video taped
 - The trainer will give a short-written evaluation on each participant with regards to his/her strengths and growth areas in the space of training
 - MMM will hand over the written evaluation and the pre- and post-training assessment videos to your organization

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 several training methods including simulations, video recording with feedback and group exercises to enhance the learning process.

- Instructor Led Training
- Role Plays
- Games and Group Activities
- Simulations



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Resources Required:

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

