



ADVANCED

Skills for the Practical Trainer

Course Introduction:

Behind every spectacular training session is a lot of preparation and meticulous attention to detail. The truly skilled trainer can make a program exciting. The learners will have fun while they are learning if the facilitator is able to involve their emotions as well as their minds. You will see the involvement, and you will feel the energy.

To reach this stage as an adult educator isn't always easy, but success isn't just for the naturally gifted. It is possible for all of us who put effort into our personal growth and development. We want the enormous satisfaction that comes from working with others to help them reach their potential as human beings. This Advanced Skills for the Practical Trainer workshop will help you reach that goal.

This training requires that you have a good understanding of basic training principles, including adult learning concepts, Mainstream Corporate Training's experiential learning cycle, training methods, and designing a learning sequence. We strongly recommend completing Mainstream Corporate Training's "The Practical Trainer" workshop before taking this course.

Course Objectives:

By the end of this training, delegates will be able to:

- Enhance your understanding of learning styles and how to accommodate all four learning styles in the classroom
- Understand the key principles of effective communication in a workshop setting
- Use a variety of training techniques to stimulate participation
- Develop a plan and prepare for an effective training session
- Understand the different levels of evaluation and when to use each
- Understand how and when to add fun and humor to your training session
- Identify advanced interventions for difficult situations
- Practice the skills needed for a team presentation

Who Should Attend?

Trainers, facilitators, authors of training materials

Course Outline:

- The Facilitator's Role
- Personal Skill Identification
- The Learning Process
- Preparing a Plan
- Learning Styles
- Three Things We Know
- Adult Motivation to Learn
- Curriculum Design
- In the Classroom
- Application
- Left Brain/Right Brain
- Case Study
- Preparing the Workshop
- Planning a Workshop
- Anticipating Challenges
- Training Plans
- Leading a Discussion
- Small Group Work
- Level One: Reaction
- Level Two: Knowledge Evaluation
- Level Three: Transfer of Learning
- Level Four: Impact Evaluation
- Application
- Be CREATIF!
- Types of Games
- What is Team Teaching?
- Co-Facilitation Inventory
- Ask questions and fill out an action plan.

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentations

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

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