

"Developing Training Officer" Training Program (English Material)

Course Length: 15 Hours @ 3 days

Course Brief Description

A development officer/manager manages the learning and professional development of an organization's workforce. The training element gives staff the understanding, practical skills and motivation to carry out particular work-related tasks. The training officer/manager will either deliver training sessions to participants or arrange for others to do so. Also, the development work relates to the ongoing, long-term improvement of employees' skills so that they can fulfill their potential within their organization. So, the training and development manager is responsible for developing a comprehensive training package that encompasses both these elements in order to maintain a motivated and skilled workforce.

So, the training program is designed to strengthen the *Training Officers* skills through the necessary knowledge in-order to achieve training professionalism.

Course Objectives

At the end of this course you will be able to:

- Know the general concepts for training
- Identifying training objectives

Training method

The trainer will use the facilitation style "two ways communications", between the participants & the facilitator, using the technique of what ? – Now what ? – So what ? Also, the training includes building workshops (indoor activities), and on-feet activities.

Course content

- General Outlines for Training
- Training & Development
- Principles of Training Transfer
- The modern trends/approaches in training supervision
- Training Objectives
- Skills Required for Training Officials
- How to make Training Work
- Training Officer Duties
- Training Skills
- Designing Skills
- Selecting Training Sites
- Troubles Shooting
- Dealing with Tuff Persons During Training
- Negotiation Management & Asking Questions
- Importance of Communication Skill for Trainer
- Training Evaluation
- Evaluation Procedures
- Recognizing Training Needs Assessment