

“Train the Trainer” Training program (English Material)

Course length: 12 Hours @ 3 days

Objectives

" Train today and gain tomorrow "

Training is everyone job, it is ongoing process to ensure that all employees are well trained and they have all necessary knowledge and skills required to perform at the highest standard, this lecture will teach you how to be a professional trainer, using all the techniques of training and how to use the 5 steps of training to conduct a successful training program and how to evaluate your training and link this training with the your organization goals & objective.

Course Outline:

- What is training
- Why do we emphasize on training
- Who benefit from training
- What are training equipment & aids
- Think out of the box
- The training team
- The behavioral style
- Characteristics of the successful trainer
- The 5 steps of the training
- The training need analysis " T N A "
- Different types of training
- Class room training " off – floor "
- On job training " on – floor "
- How adults learning
- Training preparation & layout
- Handling questions & answers
- Evaluate the training
- Action plans of the training