



CENTRAL BANK OF EGYPT  
Egyptian Banking Institute

# Train the Trainer



## Course Description:

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of their job, you'll want to be prepared for the training that you do. Your participants will begin the process of becoming trainers themselves and understand that training is a process where skills, knowledge, and attitudes are applied. The Train-The-Trainer workshop will offer various types of trainer's tools to create and deliver engaging, compelling workshops that will encourage trainees to come back for more. Skills such as facilitating, creating needs analyses, understanding participants' needs, and managing tough topics, will give your trainees what they need to become a trainer themselves.

## Target Audience:

This program is designed for those who have the passion to be a trainer

## Course Objectives:

**By the end of the course, participants will be able to:**

- Explain how to be able to build effective relationships and communication skills, enhance their self-confidence, and employ various evaluation methods in their training approach.
- Understand adult learning principles, the learning cycle, diverse learning methods, and the ability to create a conducive learning environment for adult learners.
- Grasp the concepts of facilitation, feedback mechanisms, and the power of active

listening to enhance their facilitation and feedback skills.

- Illustrate how to be skilled in selecting appropriate training activities, preparing for emergencies, and effectively managing situations when activities encounter unexpected challenges.
- Create a comprehensive materials list, collect necessary participant information, and efficiently set up the physical location for their training workshops.
- Demonstrate how to equip participants with the ability to make a positive first impression by effectively greeting participants, being well-prepared, and using icebreakers and energizers to engage their audience.
- Explain how to gain expertise in using visual aids, creating supporting materials, and effectively managing breaks to maintain a high-quality and engaging training delivery.
- Illustrate how to encourage active discussion, utilize group work strategies, and harness the power of sticky notes to keep their training sessions interactive and participatory.
- Explain how to be adept at setting ground rules, addressing challenges and providing effective solutions, and managing interruptions when dealing with difficult or disruptive participants.
- Learn to identify sensitive issues, adapt training materials to address these topics, and skillfully handle sensitive subjects within their workshops.

## Course Outline:

### Module One: Getting Started

- Building Good Relations & Communication Tips

- Increase Self Confidence
- Evaluation Methods

### **Module Two: Understanding Adult Learning**

- Explore the principles of adult learning
- Understand the learning cycle
- Learn how to apply different learning methods
- Learn how to establish a learning climate

### **Module Three: Understanding Facilitation & Feedback**

- What is Facilitation?
- Feedback & its mechanism?
- The Power of Listening

### **Module Four: Choosing Activities**

- Types of Activities
- Preparing for Emergencies
- What to Do When Activities Go Wrong

### **Module Five: Preparing for the Workshop**

- Creating a Materials List
- Gathering Participant Information
- Setting Up the Physical Location

### **Module Six: Making a Good First Impression**

- Greeting Participants
- Being Prepared
- Using Icebreakers and Energizers

### **Module Seven: Delivery Tips and Tricks**

- Using Visual Aids
- Creating Supporting Materials

### **Module Eight: Keeping it Interactive**

- Encouraging Discussion
- Using Group Work
- The Power of Sticky Notes

### **Module Nine: Dealing with Difficult Participants**

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions

### **Module Ten: Tackling Tough Topics**

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues in the Workshop

### **Course Duration**

4 Days - 32 hours

09:00 AM – 5:00 PM

### **Delivery Method**

In-class

### **Assessment Strategy:**

Participation

Participants will role-play conducting a CBI with an actor and will be observed by a certified assessor. They will also score the role-player & write evidence on their scoring. Later in the day, participants will receive comprehensive feedback on their interviewing skills as well as their scoring & report-writing skills.

### **Course Language:**

Material: English

Instruction and Explanation: Bilingual (EN<> AR)

### **Prerequisites:**

- None

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