



10372



In-Class



24 hours



EGP 11,372

Course Description:

Whether you're aspiring to become a professional trainer or deliver training as part of your role, preparation is key to success. This Train-the-Trainer workshop equips participants with the essential skills to design and deliver impactful, engaging learning experiences. Through a blend of practical tools and techniques, participants will gain expertise in facilitation, conducting needs analyses, and navigating challenging topics, empowering them to confidently lead their own effective training sessions.

Target Audience:

- New or Inexperienced Trainers
- Team Leaders and Managers
- Human Resources Professionals
- Subject Matter Experts (SMEs)
- Anyone interested in becoming a more effective communicator

Course Objectives:

By the end of the program, participants will be able to:

- Understand key concepts of training and facilitation
- Develop effective lesson plans and activities
- Prepare thoroughly for a workshop
- Master delivery techniques
- Address difficult participant behavior

Course Outline:

Module One: Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations for Each
- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps

Module Two: Creating a Lesson Plan & Activities

- Planning for the Basics
- Adding Slack Time
- Creating Plan B

- A Take-Home Template
- Types of Activities
- Creating a Tickle Trunk
- What to Do When Games Go Wrong

Module Three: Preparing for the Workshop

- Creating a Materials List
- Gathering Participant Information
- Setting up the Physical Location
- Greeting Participants
- Being Prepared
- Using Icebreakers

Module Four: Delivery Mastery

- Voice, body language, and presence
- Managing timing and pacing
- Storytelling and real-life examples
- Managing energy levels in the room
- Use of multimedia (PowerPoint, video, whiteboard, etc.)
- Encouraging engagement and interaction

Module Five: Managing Challenging Situations

- Dealing with difficult participants (talkers, silent ones, dominators, know-it-alls)
- Handling objections or skepticism
- Emotional intelligence in the training room
- Conflict management techniques

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation.

Upon Successful Completion of this Course, participants will obtain:
2 CEUs

Course Language:

English

Prerequisites:

None