



HARNESS THE POWER
OF KNOWLEDGE

The Multiplier Effect: Mastering the Art and Science of Training Delivery

TRAIN



Introduction:

In today's dynamic business environment, effective training is crucial for employee development, skill enhancement, and organizational success. This comprehensive 5-day Training of Trainers (TOT) program, delivered by Global Business Minds, equips aspiring and experienced trainers with the essential knowledge and skills to design, deliver, and evaluate impactful training programs.

Learn to transform your subject matter expertise into engaging learning experiences, facilitate interactive sessions, and empower adult learners to achieve their full potential.

Program Goals:

- Develop a comprehensive understanding of the principles of adult learning and instructional design
- Master the process of needs assessment, defining learning objectives, and designing training content that aligns with specific audiences
- Gain proficiency in a variety of adult learning methodologies to create engaging and interactive training sessions
- Develop strong communication, presentation, and facilitation skills to effectively deliver impactful training
- Learn to utilize various training delivery methods (in-person, virtual, blended learning) and choose the most appropriate for your needs
- Master best practices for creating engaging training materials (presentations, handouts, activities)
- Develop the skills to effectively manage training logistics (budgeting, scheduling) and facilitate group discussions
- Learn to effectively assess learner engagement, knowledge retention, and overall training program impact
- Explore strategies for incorporating technology and online learning platforms into training delivery

Training Agenda:**Day 1: The Fundamentals of Adult Learning and Training Design:**

- Understanding the core principles of adult learning and how adults learn most effectively
- Exploring instructional design models (ADDIE, Kirkpatrick) and the process of designing engaging training content
- Developing a needs assessment framework to identify training needs and learning objectives for your audience

Day 2: Engaging Learners: The Art of Facilitation:

- Mastering the art of facilitation to create interactive and engaging learning experiences
- Developing strong communication, presentation, and public speaking skills
- Exploring various adult learning methodologies (lectures, case studies, role-plays, simulations, group discussions)

Day 3: Delivering Impactful Training:

- Choosing the most appropriate training delivery method (in-person, virtual, blended learning) for your needs
- Creating engaging training materials (presentations, handouts, activities) that enhance learning
- Learning to manage training logistics (budgeting, scheduling, room setup, technology) effectively

Day 4: Assessment and Evaluation: Measuring Learning Impact:

- Mastering best practices for evaluating training program effectiveness through various assessment methods (pre-tests, post-tests, surveys, observations)
- Developing learner engagement strategies to ensure knowledge retention and application of learned skills
- Understanding how to provide constructive feedback to learners to enhance their learning experience

Day 5: Becoming a Master Trainer: Continuous Improvement and Beyond:

- Exploring strategies for incorporating technology and online learning platforms into training delivery
- Developing a personal training philosophy and refining your training delivery style
- Learning from and sharing best practices with your fellow trainers to build a strong training community within your organization

Target Audience:

This program caters to a diverse audience, including:

- HR professionals and training specialists interested in developing their skills to design and deliver training programs
- Subject matter experts seeking to share their knowledge and expertise effectively through training
- Team leaders and managers responsible for training and development within their teams
- Anyone interested in becoming a skilled and impactful trainer

By participating in this intensive TOT program, you'll gain the comprehensive knowledge and practical skills to transform your subject matter expertise into engaging learning experiences, deliver impactful training programs, and become a valuable asset in your organization's learning and development efforts.