1. Course Details:

Course Code : SFMM-001
Course Title : Certified Train the Trainer
Course Duration : 5 Days

2. Course Overview:

- Train the Trainer is a course that is specially designed to help trainers improve their skills for training others. In this course, you will understand the various functions and techniques that you can use to maintain the interest of your students and to motivate them. You will come to know about new approaches that you can use to get better results. This course will not only improve your skills but will also improve your confidence that is needed to train students with different types of behavior and attitudes.

3. Learning Outcomes:

- Identify the characteristics of an exceptional trainer.
- Explain how adults differ from children in the way they learn.
- Describe the key stages of a training session.
- Understand and identify different behavioral styles and adapt training as necessary.
- Participants will demonstrate their understanding of new material through completion of case studies.
- Explain what a solid training program looks like.
- Describe how to present training content effectively.
- Be able to describe a needs analysis and why it is a necessary step in any training program.
- Explain various methods for making lecture-based programs active.
- Develop strategies for handling hecklers, bullies, and other disruptive participants.
- Demonstrate how to ask and answer questions appropriately.
- Follow guidelines for giving specific feedback.
- Follow guidelines for receiving feedback non-defensively.
- Point out the highlights and pitfalls of various visual aid options and classroom seating arrangements.
- Present information in a clear, concise, engaging manner.
- Evaluate your strengths and areas for improvement as a trainer.
- Participants will demonstrate successful understanding of key concepts during a practice presentation.

4. Course Contents:

- The Good, the Bad, and the Ugly: Characteristics of Exceptional Trainers
- Understanding adult learning principles
- Creating the right climate for training
- Learning styles
- Creating the right impression – personal skills to consider during the delivery phase
- Non-verbal language
- Picture Perfect: What a solid training program looks like
- Needs Analysis: From performance gap to objectives
- Conducting training:

    - The learning cycle and trainer assessment instrument
    - Introducing the training session (GLOSS)
    - Presenting training content (EASE)

- The Trainer's Tool Chest: Icebreakers, Energizers, and Activities That Teach
- Know-It-Alls, Talkers, and Bullies: Managing Hecklers
- Managing over and under-participation and other difficult participant behaviors
- Trainer's Couch: Answers to the Toughest Questions
- Giving and receiving feedback (FEED)
- Validating and evaluating the training delivered
- Reporting on training
- Concluding the training session (OFF)
- Flipcharts, PowerPoint, and Slides: Effective Visual Aids
- Managing session time
- Training Methods:

    - Group discussion
    - Case studies
    - Role plays
    - Mini-lectures
    - Self-assessment
    - Individual demonstrations

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Trainers of skill training courses for adult learners in job skill training centers/institutions
- Who wish to augment their facilitation skills?
- Training managers, coaches and mentors as well as middle managers who require planning,
- Delivery and assessment skills at a highly advanced level
- Administrators who have indirect responsibility for training (such participants generally audit or observe the workshop rather than participate directly)