



## Train the Trainer

Delivering Memorable Courses with High and Lasting Impact

### ► Upcoming Sessions

|                    |             |         |
|--------------------|-------------|---------|
| 20-24 May 2024     | London - UK | \$5,950 |
| 30 Sep-04 Oct 2024 | Dubai - UAE | \$5,950 |
| 27-31 Jan 2025     | London - UK | \$5,950 |

### ► Training Details

#### Training Course Overview

This very practical Anderson training course will provide you with the skills to become a competent Trainer in your organisation. This training course is highly practical and focused on developing your skills. You will learn about how adults learn, how to design a training course, and will provide you with the tools and competencies to facilitate professional training in your organisation.

The experienced training course leader will demonstrate the techniques and allow you to learn and develop your skills as a trainer. Individual coaching will be provided to you to assist with this self-development, but also as a method you can use in your own training sessions.

#### Training Course Objectives

**By attending this Anderson training course, delegates will develop the skills to training others, deliver effective courses, and will be able to:**

- Plan and deliver an effective training session
- Deal with the needs of different audiences
- Use of adult learning techniques
- Analyze various methods for evaluating training
- Write effective learning objectives

#### Designed For

**This Anderson training course is suitable for any professional who wishes to develop their knowledge and skills in training others and who is involved in classroom or on-the-job training. It will greatly benefit:**

- Training Officers, Training Specialist, Training professionals & Training Managers
- Those working in or transferred to a Training, Learning and Development role
- Managers or Supervisors responsible for the training of others
- Experienced Training, Learning and Development Staffs who want to refresh their skills
- Anyone involved in Talent Management, Nationalisation Programmes, Business Partnering or On-the-Job Training

### ► Training Details

## Day One: Adult Learning and Learning Styles

- ▶ The training cycle: an overview
- ▶ The importance of adult learning styles
- ▶ Characteristics of the adult learner – how they differ from children
- ▶ Learning styles – and how to assess them
- ▶ Cognitive overload research and what it tells us about training

## Day Two: Characteristics of Successful Trainers

- ▶ The various roles for training professionals
- ▶ Facilitation: an overview
- ▶ Presenter and facilitator: what's the difference?
- ▶ Facilitator competencies & self-assessment
- ▶ Four guiding principles for facilitators (ORID)

## Day Three: Training Methods, Activities and Exercises

- ▶ Using icebreakers and educational games
- ▶ Advantages and disadvantages of different activities/methods
- ▶ Planning and structuring exercises
- ▶ Brainstorming: you may have been doing it wrong
- ▶ Using SWOT, PESTEL and Force Field Analysis with groups

## Day Four: Designing Training Programs

- ▶ Setting ground rules
- ▶ Steps to prepare an effective presentation
- ▶ Why educational objectives are essential
- ▶ The levels of training evaluation
- ▶ Calculating a cost-benefit analysis

## Day Five: Presenting and Delivering Effective Training

- ▶ Presentation skills and overcoming fear
- ▶ The key elements of presenting
- ▶ Handling questions from the group
- ▶ Cultural issues in training
- ▶ Getting feedback from others

### ▶ Accreditation



The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

### ▶ The Certificate

- ▶ Anderson Certificate of Completion will be provided to delegates who attend and complete the course
- ▶ The HRCI Approved Provider Seal and the corresponding Recertification Credit Hours Awarded will be reflected on the Certificate of Completion

### ▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: [info@anderson.ae](mailto:info@anderson.ae)

Request for a Tailor-made training and educational experience for your organization now:

Email: [inhouse@anderson.ae](mailto:inhouse@anderson.ae)

**Anderson**  
Executive Development Centre

P.O Box 74589, Dubai, United Arab Emirates

**Web:** [www.anderson.ae](http://www.anderson.ae)

**Email:** [info@anderson.ae](mailto:info@anderson.ae)

**Phone:** +971 4 365 8363

**Fax:** +971 4 360 4759

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