



## Certified Master Trainer

Train the Trainer: Delivering Memorable Courses with High and Lasting Impact

### ► Upcoming Sessions

20-24 May 2024	London - UK	\$6,250
30 Sep-04 Oct 2024	Dubai - UAE	\$6,250
27-31 Jan 2025	London - UK	\$6,250

### ► Training Details

#### Training Course Overview

Trainers are the core element for the success and effectiveness of any training session. This Anderson training course aims at providing trainers with the knowledge and skills required to design and deliver their training sessions.

By attending this Anderson training course, learners will be equipped with the latest tools, solutions and methodologies to provide memorable courses with high and lasting impact. They will also identify and understand the skills and attributes that distinguishes great trainer from ordinary ones.

#### Training Course Objectives

**By attending this Anderson training course, delegates will be able to:**

- List various adult learning principles and their implications on the delivery of training
- Identify and develop skills required in successful trainers
- Examine training methods and determine the most appropriate one for their training workshops
- Write specific Instructional Learning Objectives (ILOs)
- Apply training models in the design and delivery of training programs
- Develop blueprints for training sessions
- Plan and deliver a training session relevant to their areas of expertise

#### Designed For

**This Anderson training course is suitable to a wide range of professionals but will greatly benefit:**

- Trainers
- Line Managers
- Business Partners
- Team Leaders
- Specialists
- Officers

### ► 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

## ▶ The Certificate

- ▶ Anderson Certificate of Completion will be provided to delegates who attend and complete the course
- ▶ **Anderson Professional Certification (APC)**® Certificate will be provided to delegates who successfully complete and pass the APC assessment

## ▶ 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:

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