

# TRAIN THE TRAINER



International School  
*Of* Management

— UNLOCKING KNOWLEDGE —

# INTRODUCTION



Building a career in training or becoming a trainer for organisational in-house relevance is typically rewarding. This is very good and valuable for subject matter experts who want to share their expertise and experience. Most team leads and heads of units, departments or divisions need training skills as part of the competencies required to make true, significant and lasting impacts. Successful trainers should have depth of knowledge, which is never enough alone until they can display that they know how to share the knowledge, approach specific topics in easy to grasp details and demonstrate quality delivery system.

If the above descriptions are the objectives of any individual or that of any organisation for some of its members, then this particular programme might just be the right experience to have and share.

## **OUR PROMISE**

This programme is based on our ability to share one of our dynamic capabilities. Our promise is to not just teach you how to design and deliver training; but to also guide you through the design of some training items while we prepare you for the delivery. This is so you can be more confident in designing and delivering more materials subsequently all by yourself.

# OUR STRATEGY

Our strategy combines classroom training where you learn with personal practice exercises based on some of the basic skills needed for the job. Thereafter, we add you to our mentorship platform for constant help, follow-up and reviews until you feel confident on your own. We take you through the cycles below as many times as possible in order to ensure that you are immersed in the protocols of the game.



This programme involves various content developments and presentation all through its duration and the participants are made to learn the skills like a vocation. Participants are expected to demonstrate real commitment by completing the programme with the presentation of a complete course design, lesson plan and training materials. The programme will also cover fundamental platform and facilitation skills including how to gain and retain attention of the audience.

## COURSE OBJECTIVES

At the end of the training, the participants are expected to be able to:

- Explain the changing role of training for human performance and improvement;
- Describe the role of the trainer and the needed competencies for workplace learning
- Describe Training Needs Analysis (TNA) and the methods for identifying training needs
- Identify the components of a training design and some techniques and methodologies suitable for training
- Explain Adult Learning Principles and Bloom's taxonomy's used in identifying training needs and designing training;
- Determine logistical requirements in organizing and conducting a training
- Present sample of a functional training design
- Prepare a lesson plan

- Enumerate tactics in effective presentation
- Enumerate steps in the facilitating the learning process
- Identify ways to evaluate training effectiveness at four levels

## COURSE METHODOLOGY

To ensure learning this programme will utilize the followings:

- Lecture - Discussion
- Group activities and workshops
- Group and individual presentation
- Structured learning experience
- Learning games and exercise
- Critical feedback

## PROGRAMME HIGHLIGHTS

1. Module 1: Overview of Training
2. Module 2: Learning Principles
3. Module 3: Training Design
4. Module 4: Lesson Plan
5. Module 5: Presentation Rule
6. Module 6: Techniques in Facilitating Learning
7. Module 7: Evaluating Training Effectiveness

# REGISTRATION & ENQUIRIES

**Duration** : 5 days

**Tuition** :

In-Person: N255,000

Live Online: N200,000

LMS (Asynchronous): N170,000 (4 Weeks)

**FOR FURTHER ENQUIRIES, PLEASE CONTACT:**

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