



## Train the Trainer Training Seminar

### **Who Should Attend:**

The target audience for this seminar is training managers, trainers, human resource managers, human resource personnel, instructors, facilitators, course developers, subject matter experts and other persons involved in the design and delivery of training programmes and seminars as well as the management of external consultants who are engaged to deliver training programmes and seminars.

### **Objectives:**

At the end of this training seminar, participants will be able to:

- Demonstrate an understanding of the training function within the organization
- Identify the roles of the training department in the organization
- Conduct a training needs analysis of the organization
- Design, develop, deliver and evaluate the training programme
- Design and develop a term of reference for outsourcing of training programme
- Monitor and evaluate the effectiveness of the training programme.

### **Content:**

#### **Module 1: The Training Function**

- Introduction to Training
- How Adults Learn
- Training Needs Assessment and Task Analysis

#### **Module 2: Training Programme – Design, Content, Methods**

- Developing Objectives and Designing Curriculum
- Developing Training Content
- Alternate Training Methods and Delivery Types
- Using Technology and Presentation aids

#### **Module 3: Managing Conflict in the Training Classroom**

- Anticipating Problem Trainees
- Understanding Conflict Management Styles
- Using Conflict Management Skills

#### **Module 4: Role Play, Assessment and Evaluation**

- Case Analyses and Simulation Exercises
- Assessing Learning Outcomes

**NOTE:** Participants will sit an examination and will receive either a Certificate of Achievement or Participation.