

About the Course

The word “Train” means more than lecturing the participants. It is not telling them something Peter.C Honebein says that Training is about “Creating learning experiences”.

This program through active involvement of the participant will deliver the course in such a way that the learners will learn through perhaps brainstorming, case study, activity, or experiential discovery. It’s possible that the Trainer could use a coaching approach in Training to achieve a desired positive result.

Modules:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- Workshop Objectives

Module Two: Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations for Each

Module Three: Gathering Materials

- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps

Module Four: Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- A Take-Home Template

Module Five: Choosing Activities

- Types of Activities
- Creating a Tickle Trunk
- What To Do When Games Go Wrong

Module Six: Preparing for the Workshop

- Creating a Materials List
- Gathering Participant Information

Module Seven: Getting off on the Right Foot

- Greeting Participants
- Being Prepared
- Using Icebreakers

Module Eight: Delivery Tips and Tricks

- Using Visual Aids
- Creating Supporting Materials
- Gauging When It's Time For A Break
- Setting up the Physical Location

Module Nine: Keeping it Interactive

- Encouraging Discussion
- Using Group Work
- The Power of Post-It Notes

Module Ten: Dealing with Difficult Participants

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions

Module Eleven: Tackling Tough Topics

- Tough Stuff to Watch Out For Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues in the Workshop

Module Twelve: Wrapping Up

- Words from the Wise
- Lessons Learned
- Completion of Action Plans and Evaluations

Course Duration & Fee:

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| Course Duration: | 40 hrs |
| Course Timing: | Flexible. |
| Course Fee: | 4550 AED + VAT [KHDA Cert] |
| Course Fee: | 5500 AED + VAT [AIBM Cert] |

For More Information:

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