

# Training of Trainers: Building a Career Training Program for Future Leaders

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**Training of Trainers: Building a Career Training Program for Future Leaders**

## Training Of Trainers Course Overview:

Enhance your prowess as a corporate training professional with the comprehensive 'Training Of Trainers' TOT course. This program is meticulously designed to not only upgrade your employee training expertise but also to refine your skills in crafting and delivering top-tier training initiatives. As a participant, you'll delve into the integral role of human resources within a business framework, gaining insights into the pivotal role of manager training programs in driving a company's triumph. The course highlights the paramount significance of training communication, equipping you with practical solutions for effective training facility management. Furthermore, it offers a deep dive into the metrics and analytics of HR operations, illuminating their strategic use in customizing training approaches for optimal impact.

'Training Of Trainers' caters to a diverse array of professionals seeking to upskill or reskill in their capacities as HR business partners, HR managers, or training coordinators. By the time you complete this program, you'll not only be equipped to orchestrate effective training but also to contribute meaningfully to your organization's human capital growth.

## Target Audience:

- Corporate Trainers
- HR Professionals
- Learning and Development Managers
- Supervisors
- Team Leads
- Anyone tasked with employee training and development

## Targeted Organizational Departments:

- Human Resources
- Training and Development
- Learning & Education Services
- Operations
- Production
- Sales & Marketing

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## Targeted Industries:

- Technology & Software
- Manufacturing
- Healthcare
- Education
- Retail
- Non-Profit Organizations
- Government Agencies
- Financial Services
- Hospitality

## Course Offerings:

Upon completion of this course, participants will be able to:

1. Create and deliver effective employee training and manager training programs.
2. Optimize training facilities and enhance training communication.
3. Understand and apply metrics and analytics in HR operations.
4. Play the role of an effective HR business partner.
5. Contribute to the human capital resource through strategic human resource management training.

## Training Methodology:

This course will employ a blended learning approach, utilizing case studies, group work, interactive sessions, and feedback sessions. The focus will be on practical application and mastery of skills related to HR operations, management of training facilities, and HR metrics and analytics. The role-play exercises will help the trainees understand the practical challenges and scenarios in corporate training, and the real-time feedback sessions will help in continuous improvement.

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## Course Toolbox:

- Training needs assessment tools
- Adult learning theories and techniques
- Training style assessment tools
- Instructional objective and plan writing tools
- Active training methods and techniques
- Visual aid creation and usage guide
- Group management and facilitation tools
- Training evaluation models and tools
- Cultural sensitivity and inclusivity guides
- Storytelling techniques
- Technology usage guidelines in training
- Training adaptation methods for tough times

## Course Agenda:

### Day 1: Understanding Training Fundamentals

- Topic 1: what is tot training?

- Topic 2: Conducting a Needs Assessment
- Topic 3: Developing an Action Plan
- Topic 4: Understanding Adult Learners
- Topic 5: Andragogical vs Pedagogical Model
- Topic 6: Learning Styles
- Reflection & Review

### Day 2: Embracing Training Styles

- Topic 1: Trainer Characteristics and Competencies

- Topic 2: Training Style
- Topic 3: Learner-Centered vs Information-Centered Approaches
- Topic 4: Elements of a Trainer's Style
- Topic 5: Understanding Today's Learners
- Topic 6: Diversity Issues in Training

• Reflection & Review

## Day 3: Writing Objectives and Plans for Training

• Topic 1: Writing Instructional Objectives

• Topic 2: What Are Learning Objectives?

• Topic 3: Writing an Instructional Plan

• Topic 4: Instructional Plan Overview

• Topic 5: Major Components of Design

• Topic 6: Developing Materials for Training

• Reflection & Review

## Day 4: Implementing and Delivering Training

• Topic 1: Selecting, Designing, and Developing Active-Training Methods

• Topic 2: Delivering Training Effectively

• Topic 3: Using Visual Aids in Training

• Topic 4: Working with Groups

• Topic 5: Encouraging Participation

• Topic 6: Using Creativity in Training

• Reflection & Review

## Day 5: Evaluating and Adapting Training

• Topic 1: Evaluating Training

• Topic 2: Four-Level Model for Training Evaluation

• Topic 3: Training across Cultures

• Topic 4: Storytelling as a Training Technique

• Topic 5: Using Technology in Training

• Topic 6: Training During Tough Times

• Reflection & Review

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## How This Course is Different from Other Training Of Trainers Courses:

"Training Of Trainers" TOT sets itself apart from the ordinary landscape of corporate training programs. In contrast to conventional courses that may solely revolve around theoretical concepts, our course is a harmonious marriage of practical insights and a robust foundational understanding. What distinguishes us is our dedication to enabling participants to navigate the dynamic intricacies of human resources and corporate training.

Our course goes beyond the basics by incorporating data-driven methodologies. We empower participants to utilize HR metrics and analytics to make informed decisions about training strategies and program design, a skill that is highly valued in today's modern HR operations landscape. More than just training, we offer comprehensive coaching to grasp the nuances of HR business partnership, the art of managing training facilities, and the fine craft of fostering productive training communication.

While many training programs tend to overlook the pivotal role of managers in the training ecosystem, we provide substantial content on manager training programs. This equips you with the tools to facilitate transformative learning experiences for managers, elevating their leadership and mentorship skills.

Ultimately, our aim is to empower you to design and execute impactful training programs that bring substantial value to your organization. 'Training Of Trainers' is more than just a course—it's an investment in your career, a program that elevates your capabilities as an HR professional.

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# Training Course Categories

- Agile PM and Project Management Training Courses
- Agribusiness & Food Security Training Courses
- Aviation Management and Operations Training Courses
- Certified Courses By International Bodies
- Communication and Public Relations Training Courses
- Crisis Management and Business Continuity Training Courses
- Data Analytics Training and Data Science Courses
- Digital Government & Public Service Training Courses
- Education and Learning Development Training Courses
- Environment & Sustainability Training Courses
- Facilities and Real Estate Training Courses
- Finance and Accounting Training Courses
- Governance, Risk and Compliance Training Courses
- Healthcare Management Training Courses
- Heritage Conservation and Museum Management Training Courses
- Hospitality and Tourism Training Courses
- Human Resources Training and Development Courses
- IT Security Training & IT Training Courses
- Leadership and Management Training Courses
- Legal Training, Procurement and Contracting Courses
- Maintenance Training and Engineering Training Courses
- Marketing, Customer Relations, and Sales Courses
- NGO, Humanitarian and Development Management Training Courses
- Occupational Health, Safety and Security Training Courses
- Oil & Gas Training and Other Technical Courses
- Personal & Self-Development Training Courses

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# Training Course Categories

- Quality and Operations Management Training Courses
- Secretarial and Administration Training Courses
- Shipping, Maritime and Ports Training Courses

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# Training Cities

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|---|---|---|
| **Abu Dhabi**<br>UAE | **Accra**<br>Ghana | **Addis Ababa**<br>Ethiopia |
| **Amman**<br>Jordan | **Amsterdam**<br>Netherlands | **Athens**<br>Greece |
| **Baku**<br>Azerbaijan | **Bali**<br>Indonesia | **Bangkok**<br>Thailand |
| **Barcelona**<br>Spain | **Berlin**<br>Germany | **Cairo**<br>Egypt |
| **Cape town**<br>South Africa | **Casablanca**<br>Morocco | **Chicago**<br>USA |
| **Doha**<br>Qatar | **Dubai**<br>UAE | **Frankfurt**<br>Germany |
| **Geneva**<br>Switzerland | **Istanbul**<br>Turkey | **Jakarta**<br>Indonesia |
| **Johannesburg**<br>South Africa | **Kuala Lumpur**<br>Malaysia | **Kuwait**<br>Kuwait |
| **Lagos**<br>Nigeria | **Langkawi**<br>Malaysia | **Lisbon**<br>Portugal |
| **London**<br>UK | **Madrid**<br>Spain | **Manama**<br>Bahrain |
| **Marbella**<br>Spain | **Milan**<br>Italy | **Montreux**<br>Switzerland |
| **Munich**<br>Germany | **Muscat**<br>Oman | **Nairobi**<br>Kenya |

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# Training Cities

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|---|---|---|
| **New York**<br>USA | **Nice**<br>France | **Paris**<br>France |
| **Phuket**<br>Thailand | **Port Louis**<br>Mauritius | **Porto**<br>Portugal |
| **Prague**<br>Czech Republic | **Rome**<br>Italy | **San Diego**<br>USA |
| **Seoul**<br>South Korea | **Sharm El-Sheikh**<br>Egypt | **Singapore**<br>Singapore |
| **Tashkent**<br>Uzbekistan | **Tbilisi**<br>Georgia | **Tokyo**<br>Japan |
| **Toronto**<br>Canada | **Trabzon**<br>Turkey | **Vienna**<br>Austria |
| **Zanzibar**<br>Tanzania | **Zoom**<br>Online Training | **Zurich**<br>Switzerland |