



# TRAINER'S COURSE

Graduation  
DIPLOMA

It is a training course composed by 70% role-playing and exercises. The trainees will experience techniques and interactive training methods in front of their colleagues in order to become skilled in using them.

NATIONAL  
RECOGNITION

During the course the participants will be specialised in **the four competencies** of a trainer, according on the occupational standard: Preparing the training, Realise the training activities, Applying methods and techniques of training activities, Participants' evaluation.

The participants will have **three days in the training room** with MINARDO's trainers and seven days will elaborate their own project for the final Examination. They will have coaching (direct or through email) from MINARDO's trainers.

In the first day the participants will go through training need analysis, setting up the objectives and when and how to use the training means. Then will hear how is logistically prepared a training and experiment the successful presentation stages. We will focus on the non-verbal trainers' behaviour and tips and tricks for delivery. They will learn how to deal with the „difficult participants”.

The second day is dedicated to the trainees' presentations and giving feedback to each participant. Up to the end of the day we will discuss about interactive training methods (discussion, games and exercises, role play, case study aso).

Last day the trainees will produce and perform one interactive training method with their colleagues. Again we will provide feedback based on the trainees' performance. The last topics are course evaluation and training report.

## OBJECTIVES

At the end of this course the participants will be able to:

- be authorised as Trainers according on the Exam results
- identify and analyse the training needs of their own organisation;
- improve their ability to use modern methods of interactive training;
- deliver training sessions, using the most appropriate methods and visual means;
- evaluate the training and build the training report;

## COURSE CONTENT

### Preparing the training

- Introduction;
- Training and occupational standard;
- Training objectives;
- The handout;
- Design of the training activities;

### Realise the training activities

- Training means;
- How to deal with the difficult participants?
- Handle conflicts;

- Giving feed-back to the participants.

### Training methods and techniques

- Training methods: Presentation, Discussion, Games and exercises, role play, case study, fishbowl
- Training team: trainer and co-trainer;
- Communication in the training process;

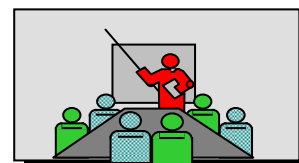
### Participants' evaluation

- Types of evaluation
- Means of evaluation
- Training report

## PARTICIPANTS

- \* Future trainers,
- \* Trainers and consultants.
- \* **Registration Conditions: minimum high school diploma**

**DURATION: 3 + 7 days**



===== MINARDO =====