

TRAINING of TRAINERS



Graduation
DIPLOMA

NATIONAL
RECOGNITION

During the training, the participants will be specialised in the **eight competencies** for trainer, as per occupational standard: Preparing the training, Realise the training, Applying training techniques and methods, Participants' evaluation, Marketing of training, Design training programmes Organise training programmes Evaluation, review and quality assurance of the training programmes.



Professional
movie

The participants will have **5 days in the training room with the MINARDO's trainers** and nine days will elaborate their own project for the final Examination. They will have coaching (direct or through email) from MINARDO's trainers.

The course has three stages of participants' video recording (first day, third day and fifth day). At the end of the course their own performance recorded will be given to the participants. We will focus on the non-verbal trainers' behaviour, tips and tricks for delivery, increasing self-confidence, handle "difficult participants", realise the training handout. The interactive training methods will be practically exemplified (discussion, games and exercises, role play, case study aso). We will go through marketing of training and quality assurance of the training. In the last day the participants will prepare an interactive training activity and will deliver in front of the colleagues, as a **final review before Examination**.

OBJECTIVES

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

- be authorised as Trainer of 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;
- design and deliver training sessions, using the most appropriate methods and visual means;
- design the training handout to meet the training needs;
- design evaluation questionnaires, 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

Marketing of training

- Organisational training needs;
- Promotion of the training programmes;

Design training programmes

- Setting up the goal and objectives;
- Identify the needed resources;
- Elaborate the support materials;
- Setting up the strategy and the programme

Organise the training programmes

- Negotiate the training programme;
- Form the teams;
- Assuring the facilities;

Evaluation, review and quality assurance of the training programmes

- Elaboration of the evaluation portfolio;
- Evaluation of the training programmes effectiveness;
- Review the training programmes;
- Quality assurance systems

PARTICIPANTS

- * Future trainers,
- * Trainers and consultants.
- * **Registration Conditions: University Graduation**

DURATION: 5 + 9 days

===== MINARDO =====