

# The Trainer

*Innovation is the key to your organization's success. Transforming valuable ideas into marketable products or services isn't easy, it requires visionary leadership. We believe that the insights, knowledge, and skills needed for this type of leadership are acquired through comprehensive learning Journey. ESLSCA Executive Education programs aim at educating and developing managers to face and overcome business challenges in a rapidly changing world. What makes OUR programs so dynamic is the absence of boundaries. Invention here is cross-cultural, multi-disciplinary, and a result of one key common denominator: EXCELLENCE.*



## **What is The Trainer?**

*The Trainer Certificate content is practical and grounded in the real world, not just academic theory. This program focuses on what happens before, during, and after you deliver training, and what to do if training is not the right solution. Learner feedback indicates high value in the following areas: participants' engagement, expert facilitation, and applicable tools and techniques.*

## **What is expected from studying The Trainer?**

*Gain a practical, how-to overview of the entire training function. Through modeling of the best practices and latest techniques in training delivery, discover the 4Ps of training: Purpose & Assessment, Planning & Preparation, Presentation & Facilitation, and Performance & Evaluation. New trainers will gain a strong foundation in critical training skills and seasoned trainers will be introduced to new approaches for delivering powerful training.*

### ***The Trainer Structure:***

*The Trainer is consisted of 8 modules. Each module is designed to enhance a required skill for professional and aspiring-to-be trainers.*

### ***Certificate Learning Outcomes:***

- *Learn the basics of adult learning theory and instructional design methodology.*
- *Gain a foundation in conducting a needs assessment, developing learning objectives, and evaluating the impact of your training initiatives.*
- *Learn and apply effective training techniques for managing participants, engaging a variety of learning styles, and creating an effective positive learning environment, and managing classroom challenges.*
- *Develop engaging training solutions that are learner-centered.*
- *Establish Rapport with audience for a healthy learning environment.*
- *Improve presentation skills targeting participant minds.*
- *Learn basic communication skills that enhance application by participants.*
- *Coach participants on delivering the same message to others.*
- *Acquire facilitation techniques that help audience participate and interact in the session.*

### **Module 1: Training Needs Analysis**

- ❖ *Identify steps of Training Needs Analysis*
- ❖ *Identify the root cause of the problem*
- ❖ *Analysis the performance gap*
- ❖ *Training versus non-training solutions*
- ❖ *Analysis of learners*
- ❖ *Analysis of training constraints*

## Module 2: Adult Learning

- ❖ *Education, Training, Learning and Development and their differences*
- ❖ *Areas of development and training*
- ❖ *Cycle of Self Development*
- ❖ *Difference between Andragogy and Pedagogy*
- ❖ *Learning Styles*
- ❖ *Types of Learners*
- ❖ *Training Methods*
- ❖ *Training Styles*

## Module 3: Presentation Skills

- a. *Design the presentation by knowing the material:*
  - ❖ *Knowing the objective,*
  - ❖ *Knowing the audience, and*
  - ❖ *Structuring the outline.*
- b. *Organize the material and structure the day:*
  - ❖ *The Opening*
  - ❖ *The Training Cycle*
  - ❖ *Questions and Answers Session*
  - ❖ *The Ending and Visual Aids*

c. *Rehearse the presentation before hand*

d. *Showtime do's and don'ts*

#### **Module 4: Facilitation & Questioning**

- ❖ *Benefits of facilitation*
- ❖ *Types of questions*
- ❖ *Questioning techniques*
- ❖ *Listening definition and importance*
- ❖ *Levels of listening*
- ❖ *Listening techniques*
- ❖ *Directing the discussion and conclude the teaching points.*

#### **Module 5: Coaching & Responding**

- ❖ *Benefits of coaching*
- ❖ *Digging to find the root causes not symptoms*
- ❖ *Relate to participants objectives*
- ❖ *Different coaching techniques*
- ❖ *Coaching steps*
- ❖ *Added value in coaching*
- ❖ *Responding to participants*

### **Module 6: Emotional Intelligence**

- ❖ *Perception formation*
- ❖ *Pitfalls of perception*
- ❖ *Attitude and paradigm and paradigm shift*
- ❖ *Understanding the participants and personalizing comments*

### **Module 7: Evaluation of Training**

- ❖ *Identify the value of evaluation*
- ❖ *Components of evaluation*
- ❖ *Methods of training evaluations*
- ❖ *Follow up training results*
- ❖ *Select external training provider*
- ❖ *Overall diploma rehearsal*

### **Module 8: Training Evaluation Methods**

- ❖ *Kirkpatrick's 4 Levels of Evaluation*
  - *Level 1 - Participants' Reaction*
  - *Level 2 - Participants' Learning*
  - *Level 3 - Participants' Transfer*
  - *Level 4 - Training Results-ROI*
- ❖ *Types of Measurement Tools*
- ❖ *What, how and who of training evaluation?*
- ❖ *When will we evaluate: Before, during and after training.*
- ❖ *Tools of Evaluation*

***Certificate Fees: 10,440 LE***

***ESLSCA Alumni & corporate clients enjoy 20% discount.***

***ESLSCA's current students enjoy 40% discount***

***ESLSCA certificates and training programs can be delivered on custom base upon request at a daily preferred rate***

***For booking and inquiries, please call or email:***

***info@eslsc.org Hotline: 19298 Mobile: 01011000579***