



PROJACS ACADEMY
by egis



Train of Trainer TOT

تدريب وتأهيل المدربين

15 – 19 May 2023

London / United Kingdom

Introduction

Training of Trainers (TOT) program provides you with deep insights into the art of training and facilitation of educational techniques as well as the know-how of developing an interactive course curriculum. Our TOT course will transform skill set, refining them to make a confident and competent professional trainer. Attendees will explore the psychology behind the learning mechanism of adults/mature learners and take a systematic approach to deliver training sessions that meet participants' needs.

Objectives

As a result of this course, attendees will be able to:

- Identifying the characteristics of an exceptional trainer
- Conducting short group training sessions that incorporate key training concepts
- Developing an effective training style such as Addie style, using appropriate training aids and techniques
- Understanding the key principles of effective communication
- Explaining various methods for making lecture-based programs active
- Describing a needs analysis and why it is a necessary step in any training program
- Knowing how to write training objectives and evaluate it
- Developing a training program structure
- Presenting information in a clear, concise, engaging manner

Who Should Attend?

- Trainers
- Managers
- Executives
- Anyone who needs to sharpen his knowledge and skills in Train the Trainer
- Technical specialists and project staff who engage with constituents and other stakeholders
- Facilitators who manage learning and change processes
- Human Resources managers working for ministries, public agencies, enterprises and trade unions who need to improve their learning coordination and supervision

Course Outline

Day One

- Stages of interpersonal communication
- The training steps & stages
- Overhead projector demonstration
- Essentials of effective training
- Components of learning
- Nurturing motivation and the incentive to learn
- Principles of adult learning
- Learning methods

Day Two

- The learning cycle
- The learning process
- The trainer's role
- Putting self in the position of the learner
- Giving and receiving feedback
- Motivation and creating positive attitudes toward learning
- Dealing with difficult situations
- Identifying the audience

Day Three

Overview on ADDIE model of training

- The five stages of a development process: Analysis, Design, Development, Implementation, and Evaluation
- Performing a needs analysis
- Writing objectives
- Outlining the program
- Differences between training and presenting
- Training vs. showing the user

Day Four

- Researching and writing the program
- Testing the program & managing questions and answers
- Questioning techniques
- Clues and tips in questions
- Types of activities
- Sensory systems
- Identifying the learner's preferred sensory system

Day Five

- Psychology of adult learners and their learning mechanism
- Facilitating effective "uptake" and recall strategies in learning
- Getting buy-in
- Using humor
- Quick and easy games
- Troubleshooting games & Visual aids and presentation tips

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation.
- slides and handouts.
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **5,200 USD**
**VAT is Excluded If Applicable*

المقدمة

يوفر لك برنامج تدريب المدربين (TOT) رؤية عميقة في فن التدريب وتسهيل التقنيات التعليمية بالإضافة إلى الدراية بتطوير منهج دورة تفاعلية. ستعمل دورة تدريب المدربين لدينا على تغيير مجموعة المهارات وصقلها لتصبح مدربًا محترفًا واثقًا ومختصًا. سيستكشف الحاضرون علم النفس الكامن وراء آلية التعلم للبالغين / المتعلمين الناضجين ويتبعون منهجًا منظمًا لتقديم جلسات تدريبية تلبي احتياجات المشاركين.

الاهداف

نتيجة لهذه الدورة، سيتمكن الحاضرون من:

- التعرف على خصائص المدرب المتميز
- إجراء دورات تدريبية جماعية قصيرة تتضمن مفاهيم التدريب الأساسية
- تطوير أسلوب تدريب فعال مثل أسلوب Addie ، باستخدام الوسائل والأساليب التدريبية المناسبة
- فهم المبادئ الأساسية للاتصال الفعال
- شرح الطرق المختلفة لتفعيل البرامج القائمة على المحاضرات
- وصف تحليل الاحتياجات وسبب كونه خطوة ضرورية في أي برنامج تدريبي
- معرفة كيفية كتابة أهداف التدريب وتقييمها
- تطوير هيكل البرنامج التدريبي
- تقديم المعلومات بطريقة واضحة وموجزة وجذابة

الحضور

- المدربون
- المديرين
- التنفيذيين
- كل من يحتاج إلى صقل معارفه ومهاراته في تدريب المدربين
- المتخصصون الفنيون وموظفو المشروع الذين يتعاملون مع المكونات وأصحاب المصلحة الآخرين
- الميسرين الذين يديرون عمليات التعلم والتغيير
- مديرو الموارد البشرية العاملون في الوزارات والهيئات العامة والشركات والنقابات العمالية الذين يحتاجون إلى تحسين التعلم والإشراف