

ELEGANT



Professional and Management
Development Training

Train The Trainer Course

With

Elegant Professional

Management Development

Training Center

TRAIN
THE
TRAINER

Location: Office No. 620, Al Attar Business Center, Al Barsha 1, Near ibis Hotel,
Close to Insurance Market Metro Station, Sheikh Zayed Road, Dubai, UAE
✉ **Email:** info@elegant-training.ae | www.elegant-training.ae ☎ **Tel:** 04 399
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Train the Trainer Course Outlines

Course Aims and Objectives

- Understand and apply the training cycle at work.
- Plan and prepare more effectively for training sessions.
- Design and deliver effective training programs.
- Develop a process for effective training evaluation.

Who Should Attend

- Managers and staff are required to train groups or individuals.
- Professionals move into a training role.
- Trainers who need refresher skills.
- Anyone needing to enhance knowledge in training and supporting others.

Course Modules

Module 1: Getting Started

- Workshop objectives
- Pre-assignment review

Module 2: Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Training Situations
- Case Study + Review Questions

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Module 3: Gathering Materials

- Identifying Participants' Needs
- Reviewing Materials
- Identifying and Resolving Gaps
- Case Study + Review Questions

Module 4: Creating a Lesson Plan

- Planning for Training Basics
- Adding Flexibility (Slack Time)
- Creating a Plan B
- Case Study + Review Questions

Module 5: Choosing Activities

- Types of Training Activities
- Preparing for Emergencies
- Handling Activities that Go Wrong
- Case Study + Review Questions

Module 6: Preparing for the Workshop

- Creating a Materials Checklist
- Gathering Participant Information
- Setting Up the Training Venue
- Case Study + Review Questions

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Module 7: Starting the Training Session

- Greetings, Participants
- Being Well-Prepared
- Using Icebreakers and Energizers
- Case Study + Review Questions

Module 8: Delivery Tips and Tricks

- Using Visual Aids
- Creating Supporting Materials
- Managing Breaks
- Case Study + Review Questions

Module 9: Keeping It Interactive

- Encouraging Discussions
- Group Work Techniques
- Using Sticky Notes for Engagement
- Case Study + Review Questions

Module 10: Dealing with Difficult Participants

- Setting Ground Rules
- Managing Challenges and Interruptions
- Practical Solutions
- Case Study + Review Questions

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Module 11: Tackling Tough Topics

- Recognizing Sensitive Issues
- Adjusting Material for Tough Topics
- Handling Sensitive Situations in Workshops
- Case Study + Review Questions

Why Choose Elegant Training Center?

- One-to-One and Group Training Options
- Online Live Classes with Flexible Timing
- Expert Trainers and Subject Matter Experts
- Comprehensive Study Materials
- Interactive and Engaging Training Methods

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