HR Management · HR68

Training of Trainer

Planning, Developing, Conducting & Evaluating Training Activities

Duration	Fee	Category
1 Week	**from £1,400**	**HR Management**
Ref	Language	Certificate
HR68	**English**	**Certificate of attendance**

Introduction

This course will present the latest scientific innovations in workplace training, learning, and development. This is a very rewarding and useful course. You will learn about adult learning, course design, and delivery, as well as world-wide best practices used by leading learning organisations. The highly experienced course leader will lead from the front, demonstrating and allowing delegates to practice the techniques taught.

Coaching will be provided to you as an aid to development and as a tool, you can transfer to your work.

- A focus on adult learning principles
- The latest techniques and strategies for effective workplace learning
- Understand the advantages and disadvantages of learning styles
- Practical steps in developing a powerful presentation
- Using motivational coaching techniques

Course Objectives of Training of Trainer

By the end of this course, participants will be able to:

- Describe the training cycle and its application to training (knowledge)
- Evaluate the training techniques used (evaluation)
- Discuss andragogy concerning adult learning (comprehension)
- Differentiate between the key methods of evaluating training (analysis)
- Formulate a plan for effective motivational coaching (application)
- Design a training outline utilising Bloom's taxonomy (synthesis)

Course Methodology of Training of Trainer

This course will use a variety of proven adult learning techniques to ensure maximum understanding, comprehension, and retention of the information presented. This includes stimulating presentations supporting each of the topics together with interactive trainer lead sessions of discussion.

There will also be many practical sessions where participants can practice and experience course-related activities. Practical and fun exercises, short video presentations, small group work, case studies, feedback, and coaching will be used to facilitate learning.

Organisational Impact of Training of Trainer

By attending this impressive training course you will be investing in your future, the future of your Department, and the future of your organisation by:

- Add value to your organisation
- A workforce where people are exposed to effective training and development
- Training that is evaluated to demonstrate cost-effectiveness
- Promotion of Nationalisation, Talent Management, and Career Development
- Engaged and highly competent Training Professionals who have been instructed in the latest learning technologies

Personal Impact of Training of Trainer

Participants in this course will develop their skills and knowledge of training.

At the end of the course you will get:

- Increased competency in training and development
- Improved confidence and self-assurance
- A greater appreciation of the psychology of adult learning
- Greater awareness of adult learning & training principles
- An increased ability to design training programmes

Target Audience of Training of Trainer

This course is for anyone involved in training planning, delivery, or those who wish to develop their training skills.

It is suitable for a wide range of people but will particularly suit:

- Anyone responsible for the training of others
- Those working in or transferred to a training, learning and development role
- Training Analysts, Training Officers, Training Specialist, Training Professionals & Training Managers
- Anyone involved in talent management, Nationalisation programmes, business partnering; skills transfer or on-the-job training

Course Outlines of Training of Trainer

DAY 1

Key Issues in Training & Learning

- Why training matter?
- The Training Cycle
- How Adults Learn: Andragogy vs. Pedagogy
- The Conscious Competence Model
- Analysing Your Learning Style

DAY 2

Training Needs Analysis (TNA) & Setting Objectives

- Introduction to Training Needs Analysis (TNA)
- Identifying Learning Needs
- Step-by-Step Guide to Building a Presentation
- Understanding Learning Objectives
- Writing Objectives Using Bloom’s Taxonomy

DAY 3

Practical Training Evaluation

- Kirkpatrick's Levels of Evaluation
- Calculating a Cost-Benefit
- Understanding Return on Investment
- Calculating an ROI
- Reporting on Training Results

DAY 4

Training & Presentation Skills

- Overcoming the Fear of Presenting
- Our Brain and Information
- Restricting PowerPoint™ to Enhance Communication
- The Use of Small Groups in Training
- Brainstorming: How to do it correctly

DAY 5

Motivational Coaching Techniques

- The Coaching Cycle
- Key Listening & Questioning Techniques for Coaching
- Introducing SOLER Techniques for Coaching
- Plan a Coaching Session
- Personal Action Planning

Dates & Venues

Date	Venue	Duration	Fee
22 - 26 Nov 2026	Online	1 Week	£1,400
22 - 26 Nov 2026	Cairo	1 Week	£3,100
23 - 27 Nov 2026	London	1 Week	£5,000
29 Nov 2026 - 3 Dec 2026	Manama (Bahrain)	1 Week	£3,650
7 - 11 Dec 2026	Paris	1 Week	£5,150
13 - 17 Dec 2026	Istanbul	1 Week	£5,000
27 - 31 Dec 2026	Dubai	1 Week	£3,650
28 Dec 2026 - 1 Jan 2027	Kuala Lumpur	1 Week	£5,000

Register or ask about this course online

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