

# COURSE OVERVIEW HM0287 Certified Train the Trainer

(Accredited by ILM)

#### **Course Title**

Certified Train the Trainer: Master Trainer Program (Accredited by ILM)

#### **Course Date/Venue**

March 03-07, 2024/Oryx Meeting Room, Doubletree By Hilton Doha-Al Sadd, Doha, Qatar

## Course Reference

HM0287

### **Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



#### **Course Description**



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

Train-the-trainer is a highly interactive course developed to provide participants with all the skills necessary to facilitate an effective training session and to equip the participants with the latest trends & techniques on how to prepare, organize and deliver this with confidence and success.



This course is designed to provide participants with an up-to-date overview of preparing, delivering and evaluating training in a professional manner. It covers the active adult learning, assessment, objectives, experiential learning and active training; the training need analysis and the types of training materials; developing course content and selecting training materials and audio visuals; the characteristics of successful trainers; the effective communication and reading body languages; dealing with difficult participants; presentation skills; delivering with confidence and persuasive presentations; the confidence and self-esteem; the efficient use of instructional time; and motivation.























Whether you are training for a while or never stepped onto a platform before, you will learn how to build your confidence as a trainer with useful approaches on how to manage your fears, engage your audience, maximize their participation, and deal with challenging situations & difficult people that you may encounter on your training sessions.

#### Course Competencies

#### - Training Preparation:

Ability to determine training needs, evaluate and assess training, structure and plan successful courses from material design through to using training media

Possesses the skills and knowledge appropriate to the required training programme. Able to employ a wide range of delivery styles, including the use of modern technology and an interactive methodology, in order to meet the different learning styles of audiences and to capture their interest and involvement

#### - Training Evaluation:

Sets clear objectives for training and continuous learning programmes and defines qualitative and quantitative outcome criteria in order to judge effectiveness. Employ a wide range of data collection techniques on which to evaluate quality and effectiveness of the training, the trainers and the continuous learning outcomes.

#### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.

#### Course Objectives

Upon the successful completion of this course, each participant will :-

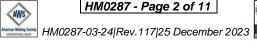
- Get certified as a "Certified Master Trainer"
- Apply facilitation of adult learning, preparation and delivery of seminar content and classroom management
- Discuss active adult learning, assessment, objectives and experiential learning
- Plan active training and apply training need analysis
- Identify the types of training materials and training material needed
- Develop course content, select training materials and audio visuals
- Describe the characteristics of successful trainers and perform effective communication
- Read body languages and deal with difficult participants
- Carryout presentation skills and develop the attitude of a successful public speaker
- Present content and context as well as identify the do's and don'ts in delivering aids and slides
- Review handouts and facilitate presentations and activities
- Perform opening exercises, brain-friendly lectures and lecture alternatives

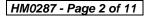
























- Deliver with confidence and persuasive presentations
- Determine the target audience and apply methods of persuasion
- Describe trainer's voice characteristics, perform experiential activities and extend the value of training
- Carryout confidence and self-esteem as well as the efficient use of instructional time
- Identify the factors of training motivation and review feedback as motivation
- Shift from training to performance and deal with nervousness
- Practice relaxation exercises, ask questions, evaluate training and facilitate presentations and closing activities

#### **Who Should Attend**

This course is intended for persons who work in a training or supervisory role and wish to develop their instructional skills or for those who are entering the training environment or established trainers who wish to hone existing skills.

#### **Exam Eligibility & Structure**

### **Option-1: Degree Holders**

- (a) a degree from a recognized university in any subject;
- **(b)** Minimum 5-years proven experience certified by employers **or** holder of Minimum 30 CEUs accredited by IACET.

#### B. **Option-2: Diploma Holders**

- (a) a 2-year diploma from a recognized college in any subject;
- (b) Minimum 10-years proven experience certified by employers or holder of Minimum 60 CEUs accredited by IACET.

#### C. **Option-3: Experienced Individuals**

(a) Minimum of 15-years proven experience certified by employers or minimum of 10-years proven experience and 30 CEUs accredited by IACET.

## Course Fee

**US\$ 6,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Each participant will receive a complete master Training Kit that includes soft copies of the training program (Instructor Power point slides, Student textbook, videos etc.). Participants can use this master Training Kit to deliver courses to their students. This Kit is licensed for 1 year.

#### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

#### Practical/Skills Assessment

The course Accreditation Body, ILM, requires that a 15-minutes video clip shall be taken for each participant while delivering his/her presentation as part of the Practical Assessment.

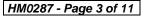




















## Course Certificate(s)

Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "Certified Master Trainer". Certificates are valid for 5 years.

#### Recertification is FOC for a Lifetime.

## Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-





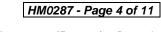
























(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.



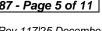
























(3) ILM (City & Guilds Group) Certificates will be issued to participants who have successfully completed the course and passed the exam at the end of the



# HT-CIP® Stamp

Each successful candidate will be given a unique instructor number and a selfinking stamp valid for 5 years. Instructor's name and Haward Technology Certified Instructor Number will appear in the stamp as per the following sample:-



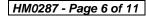
In order to maintain this certification, Certified Instructors must fulfil the quality requirements by Haward Technology as stated in Haward Quality Document number QAD 872 (System for the Assessment & Certification for Instructors & Trainers).























#### **Certificate Accreditations**

Certificates are accredited by the following international accreditation organizations:-



#### ILM (City & Guilds Group)

Haward Technology is a **Recognized Provider** by ILM under the **City & Guilds Group Business**. The ILM stands for excellence in leadership and management qualifications design, development and delivery under the City & Guilds of London Institute as the award-giving body for these qualifications. ILM recognizes and approves training providers and academic institutions that deliver quality-assured training and accredited qualifications. As a Recognized Provider of ILM, Haward Technology meets the quality assurance criteria of the ILM to deliver application-based leadership and management programs that meet international standards and professional benchmarks.



# <u>The International Accreditors for Continuing Education and Training (IACET - USA)</u>

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



#### British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

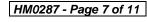




















#### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP is a Senior Human Resource & Management Consultant with over 45 years of teaching, training and industrial experience. His expertise lies extensively in the areas of Training Effectiveness Evaluation, Trainees Personal Development, Training Needs Analysis, Training Function Management, Skills Development for Trainers, Training Management & Coordination, Training Cycle Evaluation, Employee Development & Training Process, Measures & Measurements of Training, People Management Essentials, Strategic Recruitment, Interviewing &

Selection, Human Capital Asset Management, Human Resource Development, Human Resource Management, Career Development & Succession Planning Strategies, HR Management System, Human Relation Skills & EQ Intelligence, Project Management, Project Delivery & Governance Framework, Project Management Systems, Project Management Practices, Dispute Resolution, and Risk Identification. Further, he is also well-versed in Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Presentation Skills, Problem Solving & Decision Making, Preventive Actions, Situation Analysis, Crisis Management, Decision Making, Strategic Human Resources Management, Change Management, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation, Leadership Orientation, Coaching Skills, Negotiation Skills, Strategic Planning, Time Management, Risk Analysis & Risk Management, Stress Management, Inventory Management and Financial Administration. He was the Psychologist & Project Manager wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, ESKOM, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a PhD in Commerce Major in Leadership in Performance & Change, a Master's degree in Human Resource Management, a Bachelor's degree (with Honours) in Industrial Psychology, a National Higher Diploma and a National Technical Diploma in Electrical & Mechanical Engineering. Further, he is a Certified Project Management Professional (PMI-PMP), a Certified Scrum Master Trainer by the VMEdu, a Certified Instructor/Trainer and a Certified Internal Verifier/Assessor/Trainer by the Institute of Leadership & Management (ILM). Moreover, he is a Registered Industrial Psychologist by the Health Professions Council of South Africa (HPCSA), a Registered Educator by the South African Council for Educators (SACE) and a Registered Facilitator, Assessor & Moderator with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.





















## Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1:	Sunday, 03 <sup>rd</sup>	of March 2024
--------	--------------------------	---------------

Carracy, 00 Or march 2024
Registration & Coffee
Welcome & Introduction
PRE-TEST
Introduction to Training
Active Adult Learning
Break
Assessment
Objectives
Experiential Learning
Planning Active Training
Break
Training Need Analysis
Types of Training Materials
Training Material Needed
Recap
Lunch & End of Day One

#### Monday, 04th of March 2024 **Day 2:**

0730 - 0800	Develop Course Content
0800 - 0830	Selecting Training Materials
0830 - 0900	Audio-visuals
0930 - 0945	Break
0945 - 1030	Characteristics of Successful Trainers
1030 - 1130	Effective Communication
1130 - 1230	Exercise: How do You Read Body Languages?
1230 - 1245	Break
1245 - 1330	Dealing with Difficult Participants
1330 - 1400	Presentation Skills
1400 - 1420	Developing the Attitude of a Successful Public Speaker
1420 - 1430	Recap
1430	Lunch & End of Day Two

#### Tuesday, 05th of March 2024 Day 3:

0730 - 0800	Presentation Content & Context
0800 - 0830	Delivering Aids/Do's & Don'ts
0830 - 0930	Slide Do's & Don'ts
0930 - 0945	Break
0945 - 1030	Handouts
1030 - 1130	Facilitating Presentations & Activities
1130 - 1230	Opening Exercises
1230 - 1245	Break
1245 - 1330	Brain-friendly Lectures
1330 - 1400	Lecture Alternatives
1400 - 1420	Delivering with Confidence
1420 - 1430	Recap
1430	Lunch & End of Day Three

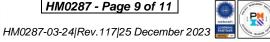






















Wednesday, 06th of March 2024 Day 4:

0730 - 0800	Subjects of Persuasive Presentations
0800 - 0830	The Target Audience
0830 - 0930	Methods of Persuasion
0930 - 0945	Break
0945 - 1030	Trainer's Voice Characteristics
1030 - 1130	Experiential Activities
1130 - 1230	Extending the Value of Training
1230 - 1245	Break
1245 - 1330	Learner Confidence & Self-Esteem
1330 - 1400	Efficient use of Instructional Time
1400 - 1420	Factors of Training Motivation
1420 – 1430	Recap
1430	Lunch & End of Day Four

Thursday, 07th of March 2024 Day 5:

Day o.	Thursday, or or march 2024
0730 - 0800	Feedback as Motivation
0800 - 0830	Shift from Training to Performance
0830 - 0930	Training Anxieties
0930 - 0945	Break
0945 - 1000	Dealing with Nervousness
1000 - 1030	Relaxation Exercises
1030 - 1100	Asking Questions
1100 - 1130	Evaluating Training
1100 - 1230	Facilitating Presentations & Activities
1230 - 1245	Break
1245 - 1300	Closing Activities
1300 - 1315	Course Conclusion
1315 - 1415	COMPETENCY EXAM
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course
	J























# **Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



# **Course Coordinator**

Jaryl Castillo, Tel: +974 4423 1327, Email: jaryl@haward.org

















