

KEY FACTORS AND SKILLS TO BECOME A PROFESSIONAL TRAINER

- Do you want to improve your presentation skill?
- Do you know how to create a friendly and productive learning environment which ensures all participants could join in discussion and be able to apply the knowledge to practice?
- Do you know how to evaluate training result?

TRAIN THE TRAINER (3 days)

★Providing methods of developing and implementing effective and appropriate training programs★

Training time & Venue

- HCM** **6-7-8/11/2024 (Wed – Thu – Fri)**
- Time : 8:30 ~ 16:30
 - Venue : T Floor, Nam Giao 1 Building, 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist.
- Hanoi** **13-14-15/11/2024 (Wed – Thu – Fri)**
- Time : 8:30 ~ 16:30
 - Venue : 12F, Indochina Plaza Hanoi 241 Xuan Thuy, Cau Giay Dist.

Objectives

- Design and implement appropriate training programs for the company.
- Create a interactive and effective learning environment which ensures that all participants is capable of applying the knowledge to practice.
- Be able to understand and apply training result evaluation.

Course's information

- [Language]** Vietnamese
- [Fee]** **8,100,000 VND/person**
(Lunch for 3 days incl., VAT excl.)
※For companies with 2-4 participants, training fee is discounted 5%; with 5 or more participants, discounted 10% . (Applied separately for training in HCM and in Ha Noi)
- [Method]** We applied **offline training**.
- [Participant]** HCM: 28 people – HN: 30 people (First-come, first-served basic)
- [Registration]** Fill in the attached "Application form" and send to AIMNEXT via Email or Fax.

Trainer

Ms. T.T.P.Thanh

- Bachelor in international economics (Ho Chi Minh University of Social Sciences and Humanities).
- MBA graduate from Capitol University (USA).
- More than 30 year working experience and holding the executive positions in human resource and service business, including Director of Training and Development, Vice-director of the HR outsourcing and solution company.

Target

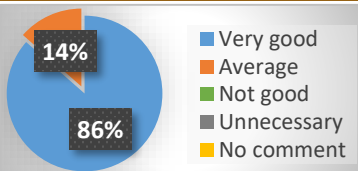
Internal trainers and leaders/supervisors in charge of training subordinates and new staffs.

Content

- Part 1 : Professional trainer's standards**
- Basic standards for a professional trainer
 - Necessary skills, knowledge to become a professional trainer
- Part 2 : General knowledge of training**
- The differences between training and coaching
 - The benefits of organizing internal training
 - Adult training principles
- Part 3 : Training process**
- 1. Training need analysis (TNA)**
- Analyze training needs
 - Design training plan
- 2. Design of training outline & objectives**
- Design training objectives
 - 5 steps to designing training outline
 - Design instructional training plan
- 3. Design of training material**
- Design training material with Power Point & Word
 - Design different training material for trainer and participants
 - Trainer note writing skill
- 4. Pre-preparation of the training**
- Prepare necessary training information
 - Prepare necessary training equipment
 - The process of evaluating training results
 - Training result evaluation method
- Prepare appropriate training room lay-out
- 5. Training methods**
- Make use of effective training methods
 - ~ Presentation ~ Group discussion
 - ~ Case study ~ Skill practice
 - ~ Game design ~ Influential story-telling
 - On - the - job training/Coaching method
- 6. Training result evaluation**
- Part 4 : Action Plan**

※The above content is subject to change without prior notices

Course's evaluation result



Until 2015, the number of participants reached 155.

* Number of evaluators: 148 people.

Participants' feedback

- This course is very useful because it helps me creating original slides for presentation, learning the behavior on the presentation and having presentation with confidence. (A participant from 2015 course)
- This course is very useful because it helps me learning about two-way communication with others. (A participant from 2015 course)

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