

# TRAIN THE TRAINER

HCM: 21-22-23/5/2025

✓ Do you know how to design the content and choose the suitable training methods for internal training?

✓ Do you want to improve your presentation skills?

✓ Do you know how to create a friendly and productive learning environment where all participants can engage in discussions and apply the knowledge in practice?

## OBJECTIVE

- Design and implement effective training programs tailored to each type of target participant.
- Enhance presentation and communication skills using a variety of engaging training methods.
- Create a friendly and effective learning environment that ensures all participants are able to apply the knowledge in practice.

## TARGET

- ✓ Training staff
- ✓ First-level Manager & Middle Manager

## 3-DAY TRAINING

Key factors and skills to become a professional trainer

### Part 1: Overview of internal training

- Benefits of Training and Coaching
- Differences between Teaching – Training – Coaching
- Common misconceptions about internal Training - Coaching
- Key elements to become a successful internal trainer

### Part 2: Effective training methods for adults

- Adult learning styles
- Training methods aligned with the 9 principles of adult learning (RAMP2FARM Model)
- How to build content using the ADDIE model
  - Analyze training needs
  - Develop training content based on objectives and target participants
  - Design diverse contents and teaching methods
- Essential materials and preparations for a successful training session
- Appropriate training methods for adults

### Part 3: The process of a successful training session

- Connect with participants
- Open a training session using the INTRO Model
- Deliver content using the EASE Model
- Close the training with emotion and commitment using the OFF Model
- Transmit energy and create influence using the 3V Model

### Part 4: Essential skills for effective training

- OJT - On the job training
  - Principles for implementing OJT
  - Practicing OJT using EDAC Model
  - Key considerations for implementing OJT
  - Providing effective feedback in OJT
- Manage Time - Content – Participant psychology
- Interact with participants through questions and feedback
- Summarize lessons after learning activities
- Handle difficult situations in training - coaching

### Part 5: Training demonstration

### Part 6: Action Plan

※The above content is subject to change without prior notices.

**AIMNEXT**  
Professional Training & Consulting



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In charge Ms. Loan Anh (English, Vietnamese)  
Mr. Nagayoshi Tasuku (Japanese)



## TRAINING TIME & VENUE

Ho Chi Minh: 21-22-23/5/2025 (Wed – Thu – Fri)

Time: 8:30 ~ 16:30

Venue: T floor, Nam Giao Bldg 1,  
261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist.



## TRAINER

**Ms. T. T. N. HANH**

- MBA - Master of Business Administration – Ho Chi Minh City University of Economics and Finance (UEF); Mini MBA – The Oxford Centre For Leadership – United Kingdom.
- Master Train The Trainer International – International Trainer of WISC – Ascendo Academy - Singapore.
- 19 years of experience as a CEO, senior manager, consulting training specialist.
- Expert in consulting – coaching, training in Business Administration and Operations; Building and developing the training system – internal development and coaching; developing leadership capacities; and sales and customer service.



## COURSE INFORMATION

[Language] Vietnamese

[Fee] **8,100,000 VND/Person**  
(Lunch for 3 days, not including VAT).  
**For companies with 2-4 participants, discount 5%;  
with 5 or more participants, discount 10%**  
(Applied separately for training in HCM & in Ha Noi)

[Method] We applied offline training

[Participants] HCM: 28 people – HN: 30 people  
(First-come, first-served basic).

[Registration] Fill in the attached “Application form” and send to  
AIMNEXT via Email (training-vn@aimnext.com).