TRAIN THE TRAINER
~Well understanding of training methods and highly effective training program development~

Key factors and skills to become A Professional Trainer!

- *Do you want to improve your presentation skill?*
- *Do you 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?*

Training course could provide you methods of developing and implementing effective and appropriate training programs.

CONTENT

Part 1: Professional trainer's standards
- Basic standards for a professional trainer
- Necessary skills and 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. The designing of training outline & objectives
- Design training objectives
- 5 steps to designing training outline
- Design instructional training plan

3. The designing of training material
- Design training material with Power Point & Word
- Design different training material for trainer and participants
- Trainer note writing skill

4. Training Pre-preparation
- Prepare necessary training information
- Prepare necessary training equipments
- Prepare appropriate training room lay-out

5. Training methods
- Make use of effective training methods
  - Presentation
  - Group discussion
  - Case study
  - Skill practice test
  - Game design
  - Influential story-telling
- On - the - job training/ Coaching method

6. Training result evaluation
- The process of evaluating training results
- Training result evaluation method

Part 4: Summary and Action Plan

※The above content is subject to change without prior notices

OBJECTIVES

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

TARGET

- ◯ Staff
- ⬤ Middle-Management
- ⬤ First-line Management
- ◯ Top-Management

METHOD

30% theory, **70%** practice through group discussions, presentations, case studies, role-playing, games, etc.

AiMNEXT
Professional Training & Consulting