

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?

“Train the trainer” training course at AIMNEXT VIETNAM could provide you methods of developing and implementing effectively and appropriate training programs.

★ Well understanding of training methods and development of highly effective training program ★

TRAIN THE TRAINER

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

Training Venue: At client's company as required (3 days)

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 method.

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. 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
- 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: Action Plan

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