

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.



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