

Virtual Train the Trainer

Do you want to be a trainer/speaker, but it is not clear how and how to prepare interesting programs that can impact the participants?

Do you know the presentation and presentation methods that have a positive and profound impact on the participants?

Do you want to exchange exercises from physical to virtual but don't know how?

Introduction

In this 21st century era and nowadays is a post-Covid-19 era constantly evolving and a trainer is seen as a critical component especially with changes in the expectations of programme participants, the evolution of new technologies, the discovery of new training methods, the advent of new training approaches and so on. The trainer of the workshop carries an important role in ensuring the transfer of skills, technology, and information from himself to the participants in a programme. A good course is where the impact is prolonged to the participants until their transformation and application of the knowledge of the course. This practical and interactive program aims to bring participants closer to the realm of training and development, exploring various techniques, applying technology, and using multiple facilities/tools used by professional trainers during the program's operation.

Programme Objectives

This program aims to:

- Increase the effectiveness of participants to become professional trainers and succeed
- Exposing participants to the targets of skill transition, technology, and information
- Teaching participants to focus on 3 levels of mastery for Kirkpatrick Training Assessment Model, namely Reaction, Learning and Behavior

Learning Outcomes

Upon completion of the program, participants should be able to:

- Understand the skills gaps of their programme participants and organisational goals as well as measures to improve performance quality and productivity to achieve better results
- Identify the needs of the group and customises your materials for maximum performance and change
- Create credibility and trust with their program participants and management (their clients)
- Understand the flow and correct steps to operate the course competently
- Help overcome mistakes made by new trainers

Who should attend

New and old trainer but still trying to improve with new skills and knowledge and techniques

Methodology

Interactive lecture, videos, presentation, discussion, case study, case simulation, Socratic questioning, flipped classroom, brain-storming, worksheet, problem solving, inductive method, team exercise, peer to peer, action learning, coaching and mentoring

Programme Outline

Time	Day One
9.00 – 10.30 am	Module 1: Basic Skills Training The first module will expose participants to the basics of training and development, the definition and concept of the Kirkpatrick Training Evaluation Model, the types of training available, the preparation of an inclusive learning environment and the difference between training and lectures
10.30am - 10.40am	Pre-Test & Scores
10.40 - 11.00 am	Morning Break
11.00 am - 1.00 pm	Module 2: Adult Learning This module will bring participants closer to adult learning principles, different learning styles (VAKAD), effective presentation style
1.00 - 2.15 pm	Lunch
2.15 - 3.30 pm	Module 3: Communication Skills Participants will learn how to model communication, do's and don'ts during presentations and obstacles adults learn
3.30 - 3.45 pm	Afternoon tea
3.45pm - 5.00pm	Module 4: Preparation of Training Sessions

	This module helps participants understand the objectives of a program, introduction, 'mind map' of the contents of the session and build presentation mechanics
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End Day 1

Time	Day Two
9.00 – 10.30 am	<p>Module 5: Course Presentation</p> <p>This module enables participants to understand and recognise the concept of instructor-led training (ILT), or classroom training, the most traditional form of training, which is most effectively used in the general understanding of training topics, virtual classroom, E-learning, Mobile learning, and Blended learning.</p>
10.30 – 10.45 am	Morning Break
10.45 am – 12.45 pm	<p>Module 6: Assessing Learning</p> <p>Module five plans effective assessments, i.e. Pre and Post Tests, how to make questions, virtual or physical assessments, and evaluation tools used such as Google Form, Jotform, WhatsApp app, Telegram and so on</p>
12.45 - 2.00 pm	Lunch
2.00 - 3.30 pm	<p>Module 7: Participant Control</p> <p>This module explores participants' challenging and difficult handling techniques and tips, the usual types of participants, the appropriate challenges, and solutions, and dealing with distractions.</p>
3.30 – 3.45 pm	Afternoon tea
3.45 – 4.45 pm	<p>Module 8: Course Feedback</p> <p>This module exposes participants to various feedback techniques such as sandwich techniques and AEIOU checklist suggestions. In addition, participants will be given element tips to be included in any assessment questionnaire. This aspect is important to be able to analyse and improve the effectiveness and efficiency of the program's performance as well as trainers</p>
4.45 – 5.00 pm	Post Test, Photo Session
End	