

# Training the Trainer (TTT)

The course exposes the would-be trainer in effectively handling the training cycle and evolving a training program that ties-in with the needs and expectations of the trainees in relation to the thrust of the organization. Moreover, it helps in developing the necessary skills and method of assessing organizational training needs that are aligned with business goals and directions. Finally, it provides the necessary techniques for customizing training programs, developing evaluation procedures and improving platform skills to ensure that all training efforts are effective and worthwhile.

**Objectives:** At the end of the course the participant would have:

- 1) Achieved and gained deeper appreciation and broader perspective of training;
- 2) Been acquainted with the various roles, duties and responsibility of a trainer;
- 3) Acquired ideas, concepts, knowledge and skills to manage training programs;
- 4) Learned to prioritize training programs according to the needs of the organization;
- 5) Developed techniques in training needs analysis, course design and training effectiveness measurement; and
- 6) Resolved to develop and improve platform skills for better training effectiveness

## Agenda:

- Training Standards
- Creating/Adapting Training Programs
- Preparing for Training Programs
- Animating Training Programs
- 3 D Trainer grid, the expert
- Learning Theory
- Learning Environment
- Preparing to Train
- Training Delivery
- Audio Visual Support
- Group and Individual Exercises



**Who should attend:** All levels of supervisors, Trainers, Human Resource Practitioners, and Personnel Officers

**Seminar Fee:** P10,700 + P1,284 VAT

**Facilitator:** Enrico C. Mina

Apr 15-16'20, Jun 15-16'20, Aug 6-7'20, Oct 19-20'20, Dec 1-2'20

**Number of days:** 2

**Seminar Dates:** Feb 12-13'20,