

€ TRAINING

Conference on Training the Trainer from
Design to Delivery





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Introduction:

This conference is designed to equip trainers with the skills and knowledge to design effective training programs and deliver them with impact. It focuses on creating engaging learning experiences, understanding adult learning principles, and mastering the art of facilitation from the ground up.

Conference Objectives:

By the end of this conference, participants will be able to:

- Design comprehensive and engaging training programs tailored to the needs of learners.
- Apply adult learning principles to create meaningful learning experiences.
- Develop skills to deliver impactful and interactive training sessions.
- Master facilitation techniques that engage diverse audiences.
- Evaluate training effectiveness and implement continuous improvements.

Target Audience:

- Trainers and Educators.
- Learning and Development Professionals.
- HR Managers responsible for employee training.
- Training Coordinators and Consultants.
- Subject Matter Experts transitioning into training roles.

Conference Outline:

Unit 1:

Fundamentals of Training Design:

- Understanding the training cycle: needs assessment, design, delivery, and evaluation.
- Defining learning objectives aligned with organizational goals.
- Structuring training content for maximum engagement and retention.

- Incorporating various learning styles and modalities.
- Tools and techniques for creating training materials e-learning, manuals, presentations.

Unit 2:

Adult Learning Principles:

- Key principles of adult learning and how they differ from traditional education.
- Engaging adult learners through experiential and self-directed learning.
- Creating a learner-centered environment.
- Best practices for promoting knowledge retention and application.

Unit 3:

Delivery Techniques and Facilitation Skills:

- Mastering the art of facilitation: keeping the audience engaged and focused.
- Techniques for managing group dynamics and encouraging participation.
- Using storytelling, case studies, and examples to bring content to life.
- Leveraging technology for virtual and hybrid training sessions.
- Techniques for Handling difficult participants and ensuring smooth delivery.

Unit 4:

Evaluating Training Effectiveness:

- Methods for assessing participant learning and program effectiveness.
- Developing tools for post-training feedback and evaluation.
- Using assessments and quizzes to measure knowledge retention.
- Implementing Kirkpatrick's Four Levels of Training Evaluation.
- Strategies for continuous improvement based on feedback.

Unit 5:

Advanced Techniques for Effective Trainers:



- Applying advanced facilitation techniques to enhance interactivity.
- Creating a training roadmap for long-term learning and development.
- Tricks and advices for Coaching and mentoring as part of the training process.
- Managing challenging training situations and adjusting delivery on the fly.
- Case study: Successfully implementing a train-the-trainer program in a corporate setting.