

Master the art of Training: Train the Trainer

Duration: 5 Days

Language: en

Course Code: MG2 - 233

Objective

By the end of this training, the trainees will be able to:

- Describe the training cycle and the key traits of effective trainers.
- Conduct a comprehensive Training Needs Analysis (TNA) following proper steps.
- Formulate SMART learning objectives.
- Design a structured training program and detailed lesson plan.
- Apply adult learning principles to enhance training effectiveness.
- Create engaging learning content for both virtual and in-person settings.

- Integrate learning technologies effectively and appropriately.
- Facilitate interactive training sessions that reflect core training concepts.
- Explain the four levels of evaluation in the Kirkpatrick Model.
- Evaluate training impact at the learning level.

Audience

Ideal for:

- Anyone who would like to start a career in training.
- New trainers aiming to take their training many levels up.
- Educators & Facilitators who want to train or teach with impact and enjoyment.
- Managers & Team leaders who want to train their team members in their organizations.
- Learning and Development & HR professionals.

Training Methodology

This course adopts a highly interactive and experiential learning approach designed to enhance both knowledge and practical skills. Participants will engage in a mix of trainer-led discussions, individual and group exercises, case studies, and real-life simulations to ensure active participation and retention.
Throughout the program, participants will work on mini-projects and practice presentations, allowing them to immediately apply newly acquired techniques and receive constructive feedback from peers and the facilitator.

Summary

Whether you’re new to training or looking to enhance your skills, this program provides the tools to design and deliver impactful, engaging training. Learn effective methods for presenting material, engaging learners, and creating training solutions that drive real results. Become the trainer everyone wants to learn from and elevate your training sessions to the next level.

Course Content & Outline

Section 1: Building the Trainer Foundation

- Trainer Persona.
- ADDIE Model.
- Training Needs Analysis.
- Understanding the Audience and Their Needs.
- Align Your Training to the Needs Assessment.

Section 2: Designing Effective Learning Experiences

- Writing learning Objectives.
- Adult Learning Principles.
- Developing training Agenda and Lesson plan.

Section 3: Engaging Delivery and Modern Training Tools

- Audience Engagement strategies.
- Selecting Effective Delivery Options.
- Training Trends and Technologies.
- PowerPoint Tips.
- Mid-Course Presentation.

Section 4: Mastering Facilitation and Evaluation

- Presentation skills & Storytelling.
- Building Credibility.
- Creating a Safe and Comfortable Learning Environment.
- Handling challenging learners.
- Training Evaluation & Kirkpatrick model.
- Formative vs. Summative Evaluation.

Section 5: Professional Growth and Industry Exposure

- From Good to Great.
- Build On Your Strength.
- How to Brand Yourself? and Social media presence.
- Get exposed to the Training Industry.

- Graduation Project Presentation.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001 and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Education, Human Resources Management (HRM), Management & Leadership

Tags

TOT, Train the trainer, Trainer Persona

Related Articles



A Comprehensive Guide to Becoming an Effective Trainer in 2025

Learn how to become an effective trainer—set goals, engage learners, use tech, and build collaboration for impactful, growth-focused training.