

TRAINING OF TRAINERS



ABOUT THE COURSE



The Training of Trainers (TOT) is a professional program endorsed by the Institute of Leadership and Management, participants in this program will be provided with the necessary knowledge and skills to execute an entire training program, through introducing and practicing the most efficient and effective techniques, training needs assessment, training design, delivery, and evaluation & development.

BECOME A CERTIFIED TRAINER

The Institute of Leadership and Management ILM, UK



ELIGIBILITY CRITERIA

- Minimum of 5-7 years of experience
- Good communication and problem-solving skills
- Haven't taken the TOT course previously
- Ability to commit to the entire training course
- To be working within a firm.
- Must be able to give back
- A reference letter must be provided from a firm (including the reason for nominating)



TRAINING DETAILS

- **Training hours:** 60 hours
- **Training Duration:** 10 working day 6 hours per day
- **Training Location:** HTU's Campus
- **Training Provider:** HTU in cooperation with Talal Abu Ghazaleh Group



WHAT WE OFFER

- Attendance Certificate issued by International Society for Management Technology (AIMICT).
- Official certificate from The Institute of Leadership and Management ILM (UK).



For registration, Scan the QR code
Or visit the following [link](#)

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LEARNING OUTCOMES

BY THE END OF THE TRAINING THE PARTICIPANTS SHOULD BE ABLE TO:

- Lay the foundations and basic concepts of training.
- Understand the learning process and how adults learn.
- Learn how to design active and interactive training programs.
- Develop an effective training style, using a variety of appropriate training methods and techniques.
- Learn ways to increase audience retention of the basic learning concepts.
- Overcome fear of the audience “stage fright”.
- Deliver stylish and effective training sessions using body language and trainer’s personality.
- Identify ways to deal with difficult behaviour in your training sessions.
- Evolve objectives, lead dynamic teams, adapt to shifting organizational cultures and how to think critically.

WHAT WE'LL OFFER

- Cover the full training cost for each trainee (approximately 550\$ for each) and the official certificate cost.
- Provide training venue, consumables needed, and handle all training logistics needed.
- Attendance Certificate issued by International Society for Management Technology (AIMICT).
- Participants who pass the accreditation exam will become certified trainers and receive an official certificate from The Institute of Leadership and Management ILM (UK).



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GIVING BACK

AFTER COMPLETING THE TRAINING, PARTICIPANTS HAVE TO GIVE BACK BY COMPLETING ONE OF THE FOLLOWING OPTIONS

- Deliver a short training session (12 hours)
- Record a short course with HTU in your fields of expertise (total of 8 hours)

SELECTION PROCESS

- Firms are asked to nominate names from their employees or share the call for the training with the employees themselves.
- Interested applicants are asked to fill out the Registration Form
- Interested applicants are asked to submit a 2-minute max long video, where they must explain any concept or idea, they are familiar with.
- HTU will evaluate the applications based on the information filled in the form and the sample video
- Accepted trainees must sign a pledge with HTU, as we cannot tolerate any underestimation to commitment [See Pledge](#)

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TRAINING SCHEDULE GROUP 1

Day	Date	Timing
Saturday	5 November 2022	13:00 pm – 19:00 pm
Sunday	6 November 2022	13:00 pm – 19:00 pm
Monday	7 November 2022	13:00 pm – 19:00 pm
Tuesday	8 November 2022	13:00 pm – 19:00 pm
Wednesday	9 November 2022	13:00 pm – 19:00 pm
Thursday	10 November 2022	13:00 pm – 19:00 pm
Saturday	12 November 2022	13:00 pm – 19:00 pm
Monday	14 November 2022	13:00 pm – 19:00 pm
Tuesday	15 November 2022	13:00 pm – 19:00 pm

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TRAINING SCHEDULE GROUP 2

Day	Date	Timing
Saturday	10 December 2022	13:00 pm – 19:00 pm
Sunday	11 December 2022	13:00 pm – 19:00 pm
Monday	12 December 2022	13:00 pm – 19:00 pm
Tuesday	13 December 2022	13:00 pm – 19:00 pm
Wednesday	14 December 2022	13:00 pm – 19:00 pm
Thursday	15 December 2022	13:00 pm – 19:00 pm
Saturday	17 December 2022	13:00 pm – 19:00 pm
Monday	19 December 2022	13:00 pm – 19:00 pm
Tuesday	20 December 2022	13:00 pm – 19:00 pm

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TRAINING DETAILED OUTLINE:

MODULE 1 | INTRODUCTION TO LEARNING & TRAINING (4 TRAINING HOURS) **CONCEPTS & DEFINITIONS**

- Introduction (about the training program, syllabus, exams and certification).
- Learning Process and Learning Modes.
- Defining of Training, benefits, purposes, and difference between training, development and education.
- What Makes a Successful Trainer? Adult Learners.
- ADDIE Model.

MODULE 2 | TRAINING NEEDS ASSESSMENT MANAGEMENT (4 TRAINING HOURS) **TNA:**

- Introduction to "Training Needs Assessment".
- TNA: Levels.
- TNA: Tools and Resources.
- Comprehensive Training Plan: Design and Development.

MODULE 3 | TRAINING PROGRAM'S PLANNING & DESIGN (4 TRAINING HOURS) **THE TRAINING DESIGN PROCESS**

- Introduction to "Training Program Plan".
- Training Needs, Training Program Subject, Target Audience, Sessions and Main Titles.
- Subtitles, Training Methods, Training Tools, and Time allocation.
- Designing an Active Detailed Training Program Plan.
- Training hall's design and setup.

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MODULE 4 | TRAINING MATERIAL & PRESENTATION CREATION (2 TRAINING HOURS)

- Training Material (Compose or Copy)?
- Drafting the training material and first review.
- References and resources.
- Presentation, Assessment Tools and Handouts.
- Training Briefcase.
- Modern Roles of a Trainers; Expert, Ally, Leader, Facilitator, Organizer...etc.

MODULE 5 | TRAINING DELIVERY & INSTRUCTIONAL METHODS (10 TRAINING HOURS)

- Traditional Role of a Trainer, Instructor (Inactive training).
- Modern Roles of a Trainers; Expert, Ally, Leader, Facilitator, Organizer (Active training).
- Major Training Methods:
 - Lecture, Discussion, Questions, Group Work, Story Telling, Role Play,
 - Case Study.
 - Games and Competitions, Brain Storming, Reflection, Simulation,
 - Demonstration, Reading
 - Field Trips, Boots Camp, Training Retreats, on-the-job training, self-training.
- Supporting Training Methods:
 - Ice Breaking, Introduction to Topics, Energizers.
- Training Tools and Aids.
- Online Training (Zoom and Teams).
- Dealing with fear of presenting.

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MODULE 6 | TYPES OF TRAINERS & TYPES OF TRAINEES (4 TRAINING HOURS)

- Different types of trainer and how to avoid being a negative one.
- Different types of trainees and how to deal with annoying ones.
- Dealing with fear of presenting.
- Trainers Body Language.

MODULE 7 | TRAINING EVALUATION & DEVELOPMENT (4 TRAINING HOURS)

- Introduction to Training Evaluation
- Donald Kirk Patrick Evaluation Model.
- What to Evaluate, When to Evaluate, How to Evaluate.

WRITTEN EXAM (2 HOURS)

REVISION AND REHEARSALS (2 HOURS)

PRACTICAL EXAM (PRESENTATIONS)