

TRAIN THE TRAINERS

Trained by the Expert To Become an Expert!

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Master Trainer



**Dynamic
Training
Excellent
Consultancy**

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TRAIN THE TRAINERS (TTT)

This interactive “Train-The-Trainers” (TTT) workshop allows HRD Practitioners or any interested middle managers within the organization to learn the tactics in identifying and evaluating effective training skills/methodology, establishing and facilitating well-planned training situations and making presentations with greater confidence.

The programme shall apply the ‘experiential learning’ concept in delivering the relevant inputs, allowing the participants to experience and effectively apply all the knowledge and the practical skills learnt throughout the programme, in view of becoming an effective trainer/manager.

Objectives of the Workshop

- ❖ To prepare managers in identifying and evaluating effective training skills/methodology that could be utilized as part of their managerial roles in developing resources within the organization.
- ❖ To recognize the importance of identifying the adult learning concepts that shall be one of the determinant factors in ensuring the success of a learning/training session.
- ❖ To develop relevant training skills among the managers in planning, executing and evaluating future ‘in-house’ training of the organization.
- ❖ To provide knowledge and skills on making presentations with greater confidence with the applications of variety modes of instruction.
- ❖ To provide knowledge and skills in making the training session ‘fun’, effective and insightful.



Synopsis of the Input & Skills

9 Principles of Adult Learning

- ✓ Recency
- ✓ Appropriateness
- ✓ Motivation
- ✓ Primacy
- ✓ 2-way communication
- ✓ Feedback
- ✓ Active Learning
- ✓ Multi-sense learning
- ✓ Exercise



Basic Skills of an Effective Trainer

- ✓ Training Needs Analysis (TNA)
- ✓ Location Physical analysis
- ✓ Trainees Demographic analysis
- ✓ Researching a Topic
- ✓ Sessions plans
- ✓ Effective Communication Principles
- ✓ Appearance
- ✓ How to Gain Attention?
- ✓ Creating Interest
- ✓ Good Habits
- ✓ Training Effectiveness Analysis (TEA)

Methods of Instruction

- ✓ Lecture; Modified lecture
- ✓ Demonstration
- ✓ Trainee practice; Trainee reading
- ✓ Group Discussion
- ✓ The Fishbowl
- ✓ Role-Plays
- ✓ Simulation; Games
- ✓ Video/films
- ✓ Brainstorming
- ✓ Programmed Instruction
- ✓ Field Trips
- ✓ Q & A



Difficult Situations & Nerves

- ✓ Dealing with Difficult Situations
- ✓ Trainees' Attitude
- ✓ Improving Skills

Creating Dynamic Training Aids

- ✓ The Importance of Training Aids
- ✓ Essentials for Good Visual Aids
- ✓ Avoiding Disaster

- All simulation activities shall be conducted with the application of one or combination of various experiential learning methodology i.e case study, role-playing, situation analysis, group work & decision making, team project & presentation.