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Certified Trainer Program



About the program:

The Professional Trainer Program is considered the first program in the Arab World level, with high quality international criteria. The participant receives an international certificate from one of the most famous institutes in UK (ilm), after passing the exam, and the required training presentations. This program shows an outstanding jump in the field of training the trainers according to the international specifications. We are the first company in the region that is granted this certification and this recognition. Hundreds of senior and beginner trainers had registered in Jordan and the Arabic world.

The program had acceptance by all participants and had succeeded dramatically. The participants were greatly satisfied after executing a chain of regional programs that were targeted to the enterprises and individuals.

Objectives:

- Introduce a framework, techniques, and guidelines for facilitation and training
- Engage participants in active role playing to engage in order to learn and apply techniques, through observation and modeling
- Provide participants with the opportunity to practice and get feedback, using scenarios and group observations
- Provide participants with a range of tools and strategies for facilitation, building their skill's set, and knowledge of how to apply tools in a creative and innovative way.
- Provide participants with a lengthy set of icebreakers and games, as well as guidance for selecting and using them
- Provide participants with the opportunity to apply these techniques for their own purposes, using more complex and common scenarios, and to learn from group feedback
- Enable the participants to analyze the training requirements. Specify and reshape training objectives, build strategic training plans, courses, preparations, and delivery.
- Designing and executing training packages.
- Evaluation of training plans, programs and facilitation process.

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Methodology:

The training approach is based on principles of adult learning with a focus on peer review during all the steps of planning, organizing, and conducting a training/ learning event. The course models a variety of effective training methodologies, including demonstration, practice, discussion, brainstorming, buzz groups, case studies, role playing, games, visualization in participatory programming (VIPP), and presentation.

This Program is designed for:

Senior and Junior Trainers and senior professionals in the human related-function who seek to learn how to plan, prepare and deliver an outstanding training. Participants of this program will be required to submit one or more projects on training related topics which will be covered during the program.

The Program Details:

- ✓ **Training days:** (9) days (included evaluation days)
- ✓ **Training hours:** (45) hours
- ✓ **Certificates:** each participant will have his "certified trainer" certificate from UK after a month and a half.
- ✓ **Instructor:** A bilingual (English/ Arabic) consultant facilitates the program
- ✓ **Materials and tools:** each session includes an introduction, learning objectives, participatory methodologies, and activities. A pre/post course assessment, pre/ post competency self – evaluation, and peer feedback form on practice sessions are included in the TOT Module.
- ✓ **Date & Time:** 1/8/2010 – 10/8/2010 (4:00 – 9:00)
- ✓ **Cost:** (950 JD) per participant, includes the workshop contents (soft copy, hard copy) & the certificate fees from ilm institute.

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Programme Contents

▼ **Module 1: Basics of Training and Learning**

- BASICS OF TRAINING
- Learning Concept, Learning Theories and Basic Principles of Learning
- 1-3 Learning Psychological Principles and Adult Learning Theory
- Training System and its Characteristics

▼ **Module 2: Training Styles and Techniques:**

- Main Training Styles & Participation Methods
- Presentation and Elaboration Training Tools
- Training Environment and Modern Updated Methods of Training Venue Organization

▼ **Module 3: Delivery and Presentation Skills:**

- Facilitator: Roles and Duties
 - Trainer as a Coach
 - Trainer as a Planner
 - Trainer as an Organizer
 - Trainer as Leader.
 - Trainer as a Controller
- Criteria of selecting the trainer:

▼ **Module 4: The Training Curriculum:**

- Training curricula
- The Trainer Guide
- The Trainee Guide
- The Training Aids

▼ **Module 5: The Creative Training:**

- Training Evaluation
- Self Evaluation and Review
- Trainer Personality
- Trainer Key performance indicators

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INTERNATIONAL INSTITUTE
for Development & Training

Extra topics:

Technical

- Concepts and principles of adult learning
- Steps to behavior change
- Process of planning a training/ learning event
- Types of learning objectives
- Effective facilitation skills
- Advantages and disadvantages of effective training/ learning methodologies
- Audio – visuals as a training tool
- Elements of a lesson plan
- Types of training/ learning evaluation
- Principles of supervision
- Components of a training/ learning action plan

Skills

- Formulate achievement – based learning objectives
- Design lesson plans
- Apply a variety of effective training/ learning methodologies
- Apply facilitation skills
- Use audio – visuals
- Practice training/ learning session
- Evaluate training/ learning session
- Develop a training/ learning action plan

