



Train the Trainer: An Intensive Workshop



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Meirc
Training & Consulting

Why Attend

Trainers are the center piece to a memorable and successful training session. This course aims at providing trainers with the knowledge and skills required to design and deliver their training sessions. A trainer's journey on this course begins with an understanding of how adults learn, various learning styles, skills of trainers, various learning methods, activities and exercises, designing of training courses and ends with the delivery of training.

Course Methodology

The course follows a hands-on approach. Participants will be asked to design and develop a mini training session. In addition, participants will be asked to deliver their session which will be video-taped for playback and personal development purposes.

Course Objectives

By the end of the course, participants will be able to:

- List various adult learning principles and their implications on the delivery of training
- Identify and develop skills required in successful trainers
- Examine training methods and determine the most appropriate for their training workshops
- Write specific instructional learning objectives (ILOs)
- Apply training models in the design and delivery of training courses
- Develop blueprints for training sessions
- Plan and deliver a training session relevant to their areas of expertise

Target Audience

Officers, specialists, team leaders, business partners, line managers and trainers involved in classroom and on-the-job training.

Target Competencies

- Training design and delivery
- Presentation
- Non-verbal communication
- Public speaking
- Rapport building
- Listening skills

Course Outline

- Adult learning and learning styles
 - Assumptions and principles of adult learning
 - Adult learning assumptions
 - Characteristics of the adult learner
 - What we know about adult learning
 - Learning styles and their importance
 - Audience analysis
- Characteristics of successful trainers
 - Roles of a trainer
 - What makes a good trainer?
 - Your image
 - Asking the right questions
 - Building rapport with participants
 - Your listening skills



- Facilitation skills
 - Dos and don'ts of successful trainers
 - Common facilitation techniques
 - Your role as a facilitator
- Types of trainers

- Designing training courses
 - Characteristics of an effective training course
 - Importance of instructional learning objectives (ILOs)
 - Main elements of course design
 - The ROPES model
 - A 5 step model for creating terrific training sessions
 - Preparing an outline for a training session
 - Developing your opening
 - Tips for a memorable ending

- Training methods, activities and exercises
 - From brainstorming to case studies
 - Advantages and disadvantages of different methods
 - Guidelines for choosing a training method
 - Types of interactive activities
 - General guidelines on developing activities
 - The element of creativity
 - Examples of icebreakers, energizers and review activities
 - Blueprint for a training session

- Presenting and delivering effective training
 - Tools available to trainers
 - Training facility set-up
 - Control of body language
 - Ways to get attention and maintain interest: The main tabascos
 - Coping with problem participants
 - Delivery and critique of training sessions



Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019

US\$ 3600

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003



Courses in Human Resources and Training

Dates	Course Name	Language	Location	Fees
21 - 25 Jul, 2019	Certified Compensation and Benefits Professional	English	Dubai	US\$ 5100
21 - 25 Jul, 2019	Certified Training and Development Professional	English	Barcelona	US\$ 5100
28 Jul - 1 Aug, 2019	Career Development and Succession Planning	Arabic	Dubai	US\$ 4800
28 Jul - 1 Aug, 2019	Certificate in HR Auditing	English	Dubai	US\$ 5100
28 Jul - 1 Aug, 2019	Employee Engagement: Strategy and Practices	Arabic	Dubai	US\$ 4800
4 - 8 Aug, 2019	Certified Recruitment Specialist	English	Dubai	US\$ 5100
18 - 22 Aug, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Barcelona	US\$ 5100
18 - 22 Aug, 2019	Certified Training Manager	English	Dubai	US\$ 5100
25 - 29 Aug, 2019	Strategic Human Resources Management	English	Dubai	US\$ 4800
1 - 5 Sep, 2019	Career Development and Succession Planning	English	Dubai	US\$ 4800
4 - 6 Sep, 2019	HR Business Partner	English	Beirut	US\$ 3600
8 - 12 Sep, 2019	Certified Training and Development Professional	Arabic	Dubai	US\$ 5100
8 - 12 Sep, 2019	Human Resources Management	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Workforce Planning and Budgeting	Arabic	Dubai	US\$ 4800
15 - 19 Sep, 2019	Certified HR Assessor	English	Dubai	US\$ 5100
15 - 19 Sep, 2019	Certified Instructional Design Practitioner	English	Dubai	US\$ 5100
15 - 17 Sep, 2019	Labor Law Workshop: Practical Applications	English	Dubai	US\$ 3600
15 - 19 Sep, 2019	Professional Skills for Human Resources Management	English	Dubai	US\$ 4800
15 - 19 Sep, 2019	Identifying Training Needs and Evaluating Training	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Excel Skills for HR and Admin Professionals	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Performance Management: Setting Objectives and Conducting Appraisals	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Recruitment, Interviewing and Selection	English	Dubai	US\$ 4800
29 Sep - 3 Oct, 2019	Certificate in Human Capital Planning	English	Dubai	US\$ 5100
29 Sep - 3 Oct, 2019	Certified Human Resources Professional: From Traditional HR Role to Business	English	Dubai	US\$ 5100



Courses in Human Resources and Training

Dates	Course Name	Language	Location	Fees
	Partner			
29 Sep - 3 Oct, 2019	Employee On-Boarding: Induction and Job Orientation Techniques	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Leadership Skills for HR Managers	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Strategic Recruitment, Interviewing and Selection	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Train the Trainer: From Design to Delivery	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Certified Compensation and Benefits Professional	Arabic	Dubai	US\$ 5100
13 - 17 Oct, 2019	Certified Employee Relations Professional	English	Dubai	US\$ 5100
13 - 17 Oct, 2019	Certified Talent Management Professional	English	Dubai	US\$ 5100
13 - 17 Oct, 2019	Human Resources Management	English	Riyadh	US\$ 4800
20 - 24 Oct, 2019	Certificate in Competency Development and Implementation	English	Dubai	US\$ 5100
20 - 24 Oct, 2019	Certified Organization Development Professional	Arabic	Dubai	US\$ 5100
20 - 24 Oct, 2019	Human Resources KPIs: Benchmarking HR Performance	English	Dubai	US\$ 4800
27 - 31 Oct, 2019	Career Development and Succession Planning	Arabic	Dubai	US\$ 4800
27 - 31 Oct, 2019	Certified Training and Development Professional	English	Dubai	US\$ 5100
27 - 31 Oct, 2019	Writing HR Policies and Procedures	English	Dubai	US\$ 4800
3 - 7 Nov, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	Arabic	Dubai	US\$ 5100
3 - 7 Nov, 2019	Certified Recruitment Specialist	Arabic	Dubai	US\$ 5100
3 - 7 Nov, 2019	Managing and Coordinating Training	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Certificate in HR Auditing	Arabic	Dubai	US\$ 5100
10 - 14 Nov, 2019	Certified Talent Acquisition Professional	English	Dubai	US\$ 5100
10 - 14 Nov, 2019	Employee Engagement: Strategy and Practices	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Identifying Training Needs and Evaluating Training	Arabic	Dubai	US\$ 4800
10 - 14 Nov, 2019	Strategic Human Resources Management	Arabic	Dubai	US\$ 4800
10 - 14 Nov, 2019	Workforce Planning and Budgeting	English	Dubai	US\$ 4800
17 - 21 Nov, 2019	The Certified HR Administrator	English	Dubai	US\$ 5100
17 - 21 Nov, 2019	Compensation and Benefits	Arabic	Dubai	US\$ 4800



Courses in Human Resources and Training

Dates	Course Name	Language	Location	Fees
17 - 21 Nov, 2019	Employee Relations: Roles and Responsibilities	Arabic	Dubai	US\$ 4800
17 - 21 Nov, 2019	Job Analysis and Evaluation Workshop	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	e-HR: Modern Trends and Applications	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	HR Business Partner: Roles, Responsibilities and Competencies	Arabic	Dubai	US\$ 4800
24 - 28 Nov, 2019	Learning and Development: Tools and Strategies	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Certified Master Trainer	Arabic	Dubai	US\$ 5100
1 - 5 Dec, 2019	Recruitment, Interviewing and Selection	Arabic	Dubai	US\$ 4800
8 - 12 Dec, 2019	Certified Organization Development Professional	English	Dubai	US\$ 5100
8 - 12 Dec, 2019	Human Resources Management	Arabic	Dubai	US\$ 4800
15 - 19 Dec, 2019	Career Development and Succession Planning	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	The Certified HR Administrator	Arabic	Dubai	US\$ 5100
15 - 19 Dec, 2019	Certified Recruitment Specialist	English	Dubai	US\$ 5100
15 - 19 Dec, 2019	Certified Training and Development Professional	Arabic	Dubai	US\$ 5100
22 - 26 Dec, 2019	Certified Compensation and Benefits Professional	English	Dubai	US\$ 5100
22 - 26 Dec, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Dubai	US\$ 5100
29 Dec - 2 Jan, 2020	Human Resources Management	English	Dubai	US\$ 4800



Meirc Timeline

