



Certificate in Train-the-Trainer

Seasoned training professionals will deliver a series of modules in a diverse approach and help participants acquire a full spectrum of knowledge and skills which enhance their skills to be a professional trainer.

Focus:

- The role and objectives of learning & development
- Training programmes' design & training methodologies
- Training delivery

Objectives

- To identify the training cycle, analyse the training needs from local and global perspective, and identify the root causes of performance gaps
- To select appropriate training methods in-line with business direction and performance
- To design and deliver "Business Needs" training programmes
- To learn storytelling techniques and presentation structures
- To learn effective facilitation skills

Course Information



(5 Days; 35 Hours)



Cantonese (with English materials)



HKIHRM, Units 1810-15, 18/F

Millennium City 2, 378 Kwun Tong Road Kwun Tong, Kowloon, Hong Kong
(3-minute walk from Ngau Tau Kok MTR station exit A)



For enrolment and general enquiries:

please contact us on 2837 3812 / 3834 or via email: certificate@hkihrm.org

Module 1: Learning Methodologies & Technologies

- Adult learning methodologies
- Training setting methods
- Workplace-based methods – learning through practice
- Other learning experiences – group and interactive activities
- Digital learning and recent development

Module 2: Training Cycle – Overview and Training Needs Analysis

- Introduction to training & development
- Role of trainer
- Essential tips
- The training cycle
- Training needs analysis
- The linkage among business strategies, human capital strategies, planning and training needs
- Different approaches
- Identifying gaps
- Identifying the root causes of performance gaps
- Identifying training priorities

Module 3: Learning Engagement and Instructional Design

Learning Engagement

- Factors of learning engagement
- Classroom management
- Virtual classroom management
- Learner management

Instructional Design

- Learning theories – how adults learn
- Process of instructional design
- Writing learning objectives
- Developing session plans
- Practising with participants' topics

Module 4: Facilitation Skills

- From teaching to facilitation
- Defining facilitation
- Techniques in encouraging participation and active learning
- Briefing, conducting and debriefing learning activities
- Techniques of asking questions
- Techniques of making transition
- Handling difficult questions and learners

Module 5: Presentation Skills

- Storytelling
- Understanding your audience
- Overcoming nervousness
- Structuring presentation
- Communication skills in presentation
- Effective use of visual aids
- Conducting Q&A session