



Consulting and Training | Reach New Heights

Course Name

TOT: Train the Trainers

Sector Name

HR Strategy and Training

Document Type

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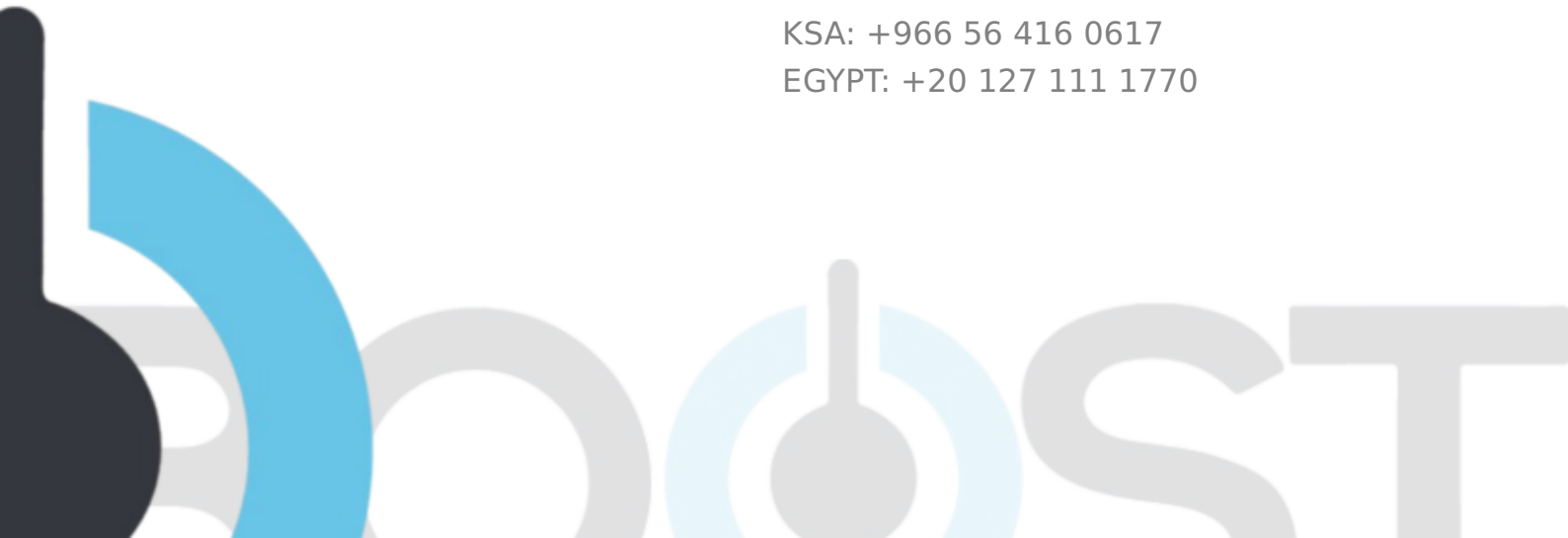
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TOT: Train the Trainers

Course Introduction

What distinguishes a successful trainer who has the ability to develop the APPROPRIATE, CREATIVE, and UP-TO-DATE material while presenting it in an adequate, smooth, and modern manner that contributes to achieving the required benefit for all trainees efficiently?!

The legend (**Oprah Winfrey**) said: "**We can't become what we need to be by remaining what we are,**" so to transform into the professional and successful trainer you want to become, you have to undergo training to gain knowledge of the newest methodologies and techniques used in the training industry, and that what we exactly provide through this extraordinary training workshop, which will enable you to be "the trainer of your age."

One of the biggest challenges in an instructor's career is efficiently conducting the training session. The ability to develop, design, and, above all, deliver a training program is a crucial factor for an effective trainer. Inside this learning trip, Boost will support the participants to demonstrate how to become a facilitator of learning by boosting their self-confidence, enhancing their connection ability with their trainees, plus helping them master the required presentation skills and practical experience needed to be effective trainers, and lead activities that reinforce learning

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Target Audience

This **BOOST** training course is designed for those whose functions are focused on improving employee relations, such as HR professionals, Employee Relations Specialists, managers, and team leaders.

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Learning Objectives

- ✓ Define the perfect training method, based on training materials and objectives.
- ✓ Learn how to handle your learning styles.
- ✓ Master the use of various training activities and tools to achieve the desired training program goal effectively.
- ✓ Master managing discussions, workshops, and brainstorming sessions.
- ✓ Recognize how to use (body language) to maintain the trainees' attention and to ensure that they fully understand the training program.
- ✓ Identify the virtual training benefits and how to manage virtual training sessions efficiently.
- ✓ Understand the importance of applying accelerated learning strategies.
- ✓ Evaluate the training process performance.
- ✓ Identify the best training methodology based on learning objectives.
- ✓ Identify the best ways to deal with different types of learners.
- ✓ Dealing with difficult situations in training.

TOT: Train the Trainers

Course Outline

✓ DAY 01

The Fundamentals of Training

- ✓ The definition of (Training) in the age of intelligence processes.
- ✓ The most prominent terms and definitions in the modern training world.
- ✓ What makes Training effective?!
- ✓ Types of Training
- ✓ Skills and Attributes of an Effective Trainer
- ✓ Advanced Skills for a Successful Trainer in 2022.
- ✓ How to Provide an Inclusive Learning Environment

Adult Learning Theories

- ✓ The Principles of Adult Learning
- ✓ Learning Modalities
- ✓ Presentation Mechanics
- ✓ Barriers to Learning

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Course Outline

✓ Day 02

Classroom vs. Virtual Training:

- ✓ What is Virtual Training?!
- ✓ The art of virtual Facilitation.
- ✓ Your guideline to differentiate between Classroom and Virtual training.
- ✓ Advantages and limitations of Classroom and Virtual training.
- ✓ How to overcome common Virtual training barriers.
- ✓ Learn about the importance and function of audio-visual aids, their types, and uses.

Kick Off on The Right Foot

- ✓ Greeting Participants
- ✓ Using Icebreakers and Energizers
- ✓ Verbal and non-verbal communication skills.
- ✓ Key techniques to transform into an ACTIVE listener.
- ✓ How to ask good and in-depth questions?!
- ✓ The power of storytelling Techniques.

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Course Outline

✓ Day 03

Effective Workplace Training

- ✓ Define training needs: Principles and areas of training
- ✓ Setting the SMART goals of the training process
- ✓ Key points to identify training needs analysis TNA in terms of: Organization
- ✓ Analysis - Job analysis - Individual analysis
- ✓ The key approaches to identifying training needs
- ✓ Examples of skills selection questionnaires

Prepare The Training Session

- ✓ Planning and Design Phase:
- ✓ Course and training programs design models
- ✓ Determine the Training Objectives
- ✓ Course outline: Preparing and Organizing Tips.
- ✓ Mind Mapping.
- ✓ Creating a Lesson Plan
- ✓ Ilos and ROPES Models.
- ✓ Planning for the Basics

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Course Outline

✓ Day 04

Material Design:

- ✓ Identifying Participants' Needs
- ✓ Reviewing the Materials
- ✓ Design and develop training materials
- ✓ Learners' Learning Styles
- ✓ Practice review skills
- ✓ E-Learning content selection and follow-up
- ✓ E-Learning pack components explained
- ✓ Choose the Perfect Training Methods. (Role-playing, case studies, Blended learning methodology,,,,,)

Preparing For the Workshop Delivery

- ✓ Creating a Materials List
- ✓ Gathering Participant Information
- ✓ Setting Up the Physical Location
- ✓ Build presentation Mechanics.
- ✓ Why and how to create a session plan?!
- ✓ Using Visual Aids.
- ✓ How to prepare participants for the classroom training?
- ✓ How to prepare participants for the virtual training?

✓ Preparing for Emergencies.

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Course Outline

✓ Day 05

Top-notch training delivery skills:

- ✓ Read your participants' minds.
- ✓ Importance of Time Management.
- ✓ Keeping it interactive
- ✓ Encouraging Discussion
- ✓ Using Group Work
- ✓ Energy, attention, and engagement management in Virtual training.
- ✓ What to Do When Activities Go Wrong.
- ✓ Dealing With Difficult Participants

Training assessment:

- ✓ Why assessment is important in all training stages?!
- ✓ Training programs, assessment methodologies, and tools.
- ✓ Feedback models.
- ✓ How to use feedback in creating an improvement plan?!

Wrap Up

- ✓ Participants' Practical Assignment (Practical application, so that each participant presents an integrated training presentation within 20 minutes, evaluated according to the standards explained during the program)
- ✓ Lesson Learned
- ✓ Action Plan

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Dubai
June 29, 2026	July 3, 2026	5 days	4950.00 \$	Spain , Barcelona
Sept. 21, 2026	Sept. 25, 2026	5 days	4250.00 \$	UAE , Dubai
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 \$	UAE , Dubai

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