



## Trainer Essential Skills (A self-study course with a coaching session)

Become a professional trainer. This six modules self-study course is combined with a one-to-one coaching session with the instructor to provide a comprehensive look at the role and function of a trainer. This self-study online course gives participants the tools and techniques for a systematic approach to training others effectively.

#Learning Management #Training of Trainers (ToT) #self-paced #Long-term programmes #Virtual Campus

### Introduction

Training is an essential element of the United Nations' strategy to address the ever increasingly challenges of today's world. In fact, a significant portion of UN system organizations' financial resources are dedicated to the continued development of UN staff. Training is often also a key instrument in programs and activities to achieve UN goals such as developing national capacity



**Where** ONLINE



**When** 01 Jan - 14 Dec 2018



**Fee** 750 USD



**Duration** 3 months from start date



**Enrollment deadline** 14 Dec 2018



**Contact** [elarning@unssc.org](mailto:elarning@unssc.org)



**Language** English

## Objectives

Upon successful completion of this course, participants will be able:

- Describe the role of the trainer
- Recognize differences among learners
- Identify various learning styles.
- Conduct a needs assessment
- Incorporate training methods to address varying learning styles
- Write action-oriented, measurable learning objectives
- Write an instructional plan
- Select appropriate instructional methods based on the content and objectives
- Determine training materials needed for a training application
- Describe typical visual aids and their use
- Deliver training in a positive and interactive way
- Manage a group of participants in the classroom
- Develop an evaluation plan

## Course Contents

Topic 1: Role of a trainer and understanding adult learners

Topic 2: Conduct a Needs Assessment and Writing Learning Objectives.

Topic 3: Designing and Developing Training Programs

Topic 4: Developing Training Materials

Topic 5: Delivering Effective Training

Topic 6: Evaluating Training and Conclusion

Topic 7: Coaching session with instructor

## Course Methodology

This course is delivered entirely online. It is a self-paced course that participants can start at any time and complete activities at their own pace. Once started, the participant is required to complete all activities within 3 months. When the participant has completed all required activities, a one-to-one coaching session will be schedule with the course instructor. At the end of the coaching session, the will be required to complete the end of course questionnaire and get a certificate. There is no weekly webinar in this course.

## Target Audience

This course is for anyone involved in organizing learning and training events to develop others. These include trainers, facilitators, managers, leaders, resource persons, instructors, etc.