



Trainer Essential Skills (A self-study course)

Become a professional trainer. This six-module 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

Become a professional trainer. This six-module self-study is designed 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.



Where ONLINE



When 01 Jan - 31 Dec 2019



Fee 500 USD



Duration 3 months from start date



Enrollment deadline 13 Dec 2019



Contact

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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

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. Once completed, they 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.

Cost of participation

The course fee of 500 USD covers full participation in the online course.