

Train the Trainer Training & Certification

🕒 **Duration:** 4–Days, 4 hours per day

✍️ **Method of Tuition:** Zoom App

Introduction

The aim of this course is to provide delegates with various theoretical concepts and practical information on different aspects of teaching and learning, that will assist them to become a more confident and effective instructor.

Since the objective is for delegates to effectively deliver training there will be less emphasis on course development and more emphasis on instructional methods and assessment of attendees.

Course Content

The training is organized in a series of modules that provide a structured guide to developing key competencies in teaching and training.

The following are the six modules that comprise this manual on training fundamentals.

- **Module 1:** Principles of Learning
- **Module 2:** Lesson Planning & Preparation
- **Module 3:** Instructional Methods
- **Module 4:** Teaching & Learning Resources
- **Module 5:** Delivering Presentation
- **Module 6:** Assessing Learner Performance

Several of the modules contain practical exercises in which each delegate must take an active part.

Delegate performance in these practical exercises will be evaluated and included in the instructor's final analysis

Target Audience

This course has been developed for:

- Instructors who wish to enhance their quality and effectiveness in delivering training material
- Personnel who wish to acquire the skills to train in today's professional workplaces.

Pre-requisites

It would be beneficial if delegates have available any training materials (slides, workbooks, text, notes, any other resources) they are presently using or have used in the past. These will form the basis of the interactive practical classroom exercises.

Evidence Requirements

Each delegate must:

- Develop one page of course text on A4 paper on a course they have previously conducted or a course that is part of their organization's curriculum.
- Develop an animated Power Point presentation covering their pages of text.
- Develop a structured lesson plan for the text and power point slides they have developed.
- Develop a post - course knowledge assessment questionnaire covering their pages of text.

Performance Evaluation

On the final session of the course, each delegate:

- is to individually present their developed training material to the other course delegates, or, if preferred, in private to the instructor. 15 minutes is allocated for this activity.

The training material and presentation of each delegate will be assessed by the Training Provider.

Certification

Delegates successfully meeting the Train the Trainer performance requirements will be awarded a JTN Train the Trainer Certificate of Achievement, which has no validity.