



Salahkaar Consultants

Human Resource Services

HR Consulting | Training | Recruitment | Testing | Education

Certification in Train the Trainer

Studies suggest that retention of information in a typical training can be less than 10%. After 30 days, 80% more is lost if not reviewed. That's less than 2% retention after a month following training.

What if students/employees could retain up to 90% of your training content, with less time and less effort?

This program gives you access to practical tools, strategies, and techniques that will make your training dynamic, engaging, and effective. We show you how to optimize your training environment and training programs to achieve outstanding learning results.

Our course will give you access to tools, strategies, and techniques orchestrated in a fashion that elevates learning to a new level of experience and efficacy.

We show you how to optimize your training environment and training programs to achieve outstanding learning results.

The course focuses on practical, proven, leading-edge techniques and strategies that both new and experienced trainers can begin to use immediately with success.

You'll learn how to:

Build, Deliver, Orchestrate, Engage, Use, Reinforce, Choose, Facilitate, Transfer, Plan, Apply, and much more...

METHODOLOGY

Since it is a distance learning scheme large part of the course will be covered by reading material and distant coaching. There will be a comprehensive fieldwork to make students understand the nitty-gritty of test construction, test administration and test interpretation.

Diploma will be awarded only when they are able to clear all the requirements satisfactorily.

Those who fail to complete the diploma in six months will be given two more chances of two months each to clear without paying any additional fee. After that, they will have to re-register by paying a fee to be determined from time to time. But it will not be more than 50% of the original fee charged in the beginning of the course.

The entire course will have the following 18(eighteen) modules.

MODULES TO BE COVERED IN THE COURSE

MODULE – 1.ORGANIZATIONAL BEHAVIOUR

SECTION-1 UNDERSTANDING HUMAN BEHAVIOUR

1. The Individual
2. Values and Attitudes
3. Personality
4. Perception
5. Motivation
6. Learning

SECTION-2 GROUP BEHAVIOUR

1. Group Dynamics
2. Communication
3. Leadership
4. Power
5. Conflict

SECTION-3 ORGANIZATIONAL STRUCTURE

1. Job Design
2. Performance Evaluation and Rewards
3. Organizational Climate and Culture
4. Organizational Development
5. Management by Objectives

SECTION-4 OB in 3rd World SCENARIO

1. Motivating Employees in Asian Organization
2. Leadership in Asian Culture
3. OB Researches in Asia

MODULE-2. UNDERSTANDING HOW ADULTS REALLY LEARN -DIFFERENT LEARNING STYLES AND HOW TO ACCOMMODATE THEM

1. Subject Matter Expertise vs. Instructional Expertise
2. How do adults learn?
3. Don't Stop Using Your Brain
4. The 3 Secrets of Effective Learning
5. Conscious & Unconscious Learning

MODULE-3. ENGAGEMENT STRATEGIES FOR ENHANCED LEARNING

1. Keeping your participants alert, engaged, open and relaxed
2. Using rapport-building techniques with success
3. Using activities and games to reinforce the learning
4. Implementing a variety of learning exercises

MODULE-4. COMBINING MEDIA TO MAKE AN IMPACT

1. Avoiding the “death by power point” syndrome. Use simple methods to create compelling visuals—what to include and what to leave out
2. Do's and don'ts of PowerPoint
3. Using brain-compatible flip-chart techniques_
4. Using music to enhance learning
5. Engaging the image-brain for rapid memorization

MODULE-5. PRESENTING INFORMATION FOR OPTIMUM COMPREHENSION AND RECALL

1. Why “data dumping” is severely counter-productive
2. Various techniques to reinforce memorization and “lock in” new content
3. How peripherals can significantly increase learning
4. HOT Tips that'll make you re-evaluate your current paradigms

MODULE-6. HANDLING “DIFFICULT” PARTICIPANTS

1. Techniques for effectively dealing with the most common types of difficult participants
2. Prevention strategies to avoid the encounter in the first place

MODULE-7. LISTENING SKILLS

1. Levels of listening
2. Encouraging “active listening”
3. Tips to become a better listener

MODULE-8. HOW TO FIELD QUESTIONS

1. Avoid common mistakes when responding to questions
2. When should you re-direct questions?
3. 5 tips on fielding questions
4. How to ensure equal “air-time” for everyone in the room

MODULE-9. PRESENTATION SKILLS—VOICE & BODY LANGUAGE (POSTURE, GESTURES, ETC.)

1. How to use your voice for maximum impact:
2. Body Language
3. How to ensure that your body language is congruent with your message
4. How to avoid annoying gestures that detract from your message
5. Techniques to include your audience

MODULE-10. OPENING A TRAINING SESSION

1. How to build “instant” rapport with participants, melt resistance, and get buy-in from the beginning, Creative ways to open a training session
2. Overcoming learning barriers
3. Setting ground rules and why they are important in participative training

MODULE-11. CLOSING A TRAINING SESSION

1. Common mistakes to avoid
2. Allowing reflection on the content to create a sense of “ownership”
3. Wrap-up techniques to cement the commitment to continued learning and application.

MODULE 12. MANAGING THE CLASSROOM/TRAINING ROOM

1. The number 1 factor affecting learning that most trainers don't even know about
2. Using the above factor to boost comprehension and retention
3. Directing the group's focus
4. Helping ALL learners keep up with the pace of classroom instruction

MODULE 13. PHYSICAL & MENTAL ENERGIZERS AND HOW TO DEBRIEF AN ACTIVITY

1. Use physical and mental energizers to:
2. Recharge a group when the energy is waning
3. Increase alertness and attention
4. Transition to a new topic
5. Skillfully “draw out” the learning,
6. Making the intangible tangible
7. Using a clear-cut model for effective debriefs

MODULE 14. HOW TO GIVE AND RECEIVE FEEDBACK

1. Making feedback easy using a 5 step process

MODULE 15. SOME DEADLY MISTAKES EVERY TRAINER SHOULD AVOID

1. Understanding what creates a negative training climate and shuts down learning

MODULE 16. INSTRUCTIONAL DESIGN STRATEGIES & TOOLS

1. Crucial instructional design elements for deep, transformative learning
2. How to organize and sequence content in a logical, brain-friendly fashion
3. The secret unveiled: The 6 phases of Accelerated Learning training
4. How to create compelling, interactive handouts/workbooks
5. Bonus: Our handy AL Course Design check list

MODULE 17. LIVEN UP YOUR TRAINING

1. Learning activities and games you can easily replicate that will motivate learners, boost their energy, and make retention soar

MODULE 18. CREATING AN OPTIMUM TRAINING ENVIRONMENT (NO MATTER WHERE YOU TRAIN!)

1. How the environment impacts learning
2. Elements of a positive, stimulating training environment
3. Important factors for choosing a room, and what to do when you have no choice
4. Bonus: A handy “Setting the Stage” check list

MODULE 19. MINI-PRESENTATION—INDIVIDUAL PROJECT

1. Participants will have an opportunity to prepare and deliver a mini-presentation and to receive personal feedback and coaching from the lead trainer and peers

Examples of how we can help to reinforce application of new skills after the training:

1. Individual phone or e-mail consultations
2. Instructional design or re-design (individual or group)
3. Personalized coaching
4. Management support
5. Post-training reports
6. Evaluation tools

DIPLOMA CERTIFICATION

Successful completion and assessment will lead you to become a **Certified Train the Trainer**. Certified Train the Trainer is a Diploma Certification by Salahkaar Consultants.

DURATION

6 Months

FEES

Rs. 17,000/- only