

COURSE BRIEF: Training of Trainers

1) Name of the course

Training of Trainers

2) Brief background of the course

Learning to teach, “The Winning trainer” is a model that is focussed on capacity building for the organisation, to develop participatory training style facilitators. It will develop people who are interested to share and care, empowering them to be the Change they want to see.

This is a 5 day residential program where participants will walk through the journey of learning the nuances of training, discovering their own strengths, and areas of challenge. The importance of creating training modules that can have achievement based objectives, to impact and transfer into the larger system they work in. The design is built with a rigour that is supportive and conducive to learn. Participants feel equal, encouraged, and supported by team members and the facilitators, to give their best, and uncover their individual potential as effective trainers and communicators.

3) Who is it for?

This course is for the middle managers to senior directors and managers who manage people across multiple levels, divisions, and locations in a national programme or complex organisation. HRD and Training Professionals from government and nongovernmental organisations (NGOs) working collaboratively with national tuberculosis control programs can participate. The course targets a participant mix of programme operational managers with those working in the HRD department

4) What is in it for me and my organisation?

By attending this course participants will get acquainted with materials and technology to bring in system wide change through training. It will help them to use the training material provided in an approved fashion that will allow the program to reach its desired outputs. Because growth and change are inherent in any health care programmes, they create a plethora of training needs. This course will enhance transfer of learning into job performance through tested training approaches and methodology.

This Training of Trainer model is developed with your organisation in mind. It will energise your staff, as they discover their talents and abilities in a different environment. This course will create an energetic and empowered trainer who conducts training and transfers knowledge in a fun and exciting way that is sustainable. Following questions will help you create a vision for your organisation which this course addresses.

- How would it be if your high performing staff can actually transfer their skills to their team in a sensitive teaching method?
- How would it be if you could build your staff through enhancing their skills?
- How would it be if you could build capacity of your organisation by having motivated and empowered staff that feels valued?

- How would it be if all staff feels like they can be mentors and coaches to new staff members?

5) What will I be able to do after participating that I could not do before?

- Learn to assess training needs in your own organisation
- Deliver technical knowledge in a way that is interesting and exciting for the learner.
- Use resource and materials available in the set up and not be dependent on expensive training aids.
- Create and develop training designs with the complete method of sourcing and sharing knowledge
- Sharpen listening skills to listen to the learner with a keener ear.
- Enhance your own sensitivity to care and empathise with the learner.
- Practise standing up in the group and conducting a training session
- Innovate and experiment with ideas to keep the learner group energised and involved in the training
- Conduct discussions on topics, bringing about learning through sharing
- Design evaluation methods to enhance the courses you conduct.
- Design on the job learning and application models and tools.

6) What will I do during the course?

- Understand the roles and responsibility of the Trainer
- Learn to create an impact on others as an instructor through different teaching techniques
- Learn how to conduct a training needs analysis
- Demonstrate effective presentation skills
- Give presentation and lead discussions
- Facilitate structured activities and promote team learning
- Understand different approaches and techniques to adult education
- Learn how to manage difficult participants
- How to assess the results of a training programs
- Observing instructors and providing feedback
- Learn to create course design, content and sequencing
- Manage training time