

Certified Train the Trainer

About the Workshop

This ILT Series workshop, rated 4.8/5.0 in overall quality by ProCert Labs, will prepare students for the CompTIA CTT+ certification exam. Students will learn how to plan and prepare to teach a course, and how to select and implement various delivery methods. They'll also learn how to demonstrate professional conduct and content expertise, how to use communication and presentation skills to facilitate learning, and how to establish and maintain a learner-centered environment. Finally, they'll learn techniques for evaluating learner performance throughout an event and techniques for evaluating their training performance and delivery of a course.

Learning Objectives

Upon completion of workshop participants will be able to:

- Learn how to plan and prepare to teach a course
- Learn how to select and implement various delivery methods
- Learn how to demonstrate professional conduct and content expertise
- Acquire new presentation skills to facilitate learning
- Comprehend how to establish and maintain a learner-centered environment
- Gain a skill of evaluating learner performance throughout an event technique

Target Audience

This workshop will appeal to a wide range of audiences and is intended for trainers.

Topics Covered

- 1. Initial Trainings**
 - a. Participant Delivered Training
 - b. Group Feedback
- 2. Planning and Preparation**
 - a. Reviewing Course Objectives
 - b. Creating an Environment Conducive to Learning
- 3. Exploring Delivery Methods and Media**
 - a. Selecting and Implementing Delivery Methods
 - b. Using Instructional Media
- 4. Credibility and Communications**
 - a. Demonstrating Professional Conduct and Content Expertise
 - b. Using Communication and Presentation Skills
 - c. 9 Behaviours of Communication and Public Speaking
 - i. Eye Communication
 - ii. Posture and Movement
 - iii. Voice and Vocal Variety
 - iv. Gestures and Facial Expressions
 - v. Language, Words, Non-Words and Pauses
 - vi. Dress and Appearance
 - vii. Humour
 - viii. Listener Involvement
 - ix. The Natural Self
- 5. Group Facilitation**
 - a. Creating A Learner-Centered Environment
 - b. Using Questions
 - c. Addressing Learner Needs
 - d. Motivating and Reinforcing Learners
- 6. Evaluating A Training Event**
 - a. Evaluating Learner Performance
 - b. Evaluating Trainer Performance
- 7. Final Trainings**
 - a. Participant Delivered Training
 - b. Group Feedback
 - c. Facilitator Feedback
 - d. Individual Action Plans

Methodology

- Learning Concepts/Presentations
- Group Activities and Discussions
- Tips and Tools
- Individual and Team Exercises
- Role Plays/Case Studies
- Educational Videos
- Action Plan to ensure Application of the Learning

Duration: 18 hours