AZ TECH

An ISO 9001:2015 & ISO 29990:2010
Certified Company

Train the Trainer

Delivering Memorable Courses with High and Lasting Impact

06 - 10 October 2019
Dubai, United Arab Emirates

10-JAN-19

ACS REGISTRARS Quality Assurance ISO 9001
ACS REGISTRARS ISO 29990
ilm Recognised Provider
PMI Registered Education Provider Project Management Institute
THE GLOBAL COMPACT United Nations Global Compact

Train the Trainer

Delivering Memorable Courses
with High and Lasting Impact

Why Choose this Training Course?

The role of the Trainer is constantly changing. Changing to meet new demands, new technology, new challenges and new audiences. This exciting and relevant training course will equip you to deliver memorable courses with a high and lasting impact.

This practical and fun AZTech training course will provide you with the tools and competencies to facilitate, lead and develop professional training in your organisation. Led by an internationally recognized Trainer, who will demonstrate many of the techniques taught and give you an opportunity to develop your own knowledge, skills and attitude (KSA).

This training course will feature:

- Designing effective training programs
- Adult learning and learning styles
- The competencies of successful trainers
- Choosing appropriate learning methods
- Evaluating the delivery of training

How will this Training Course be Presented?

This AZTech training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes many practical sessions and activities.

There will also be practical sessions where participants will deliver a presentation and receive immediate video coaching and feedback from the instructor and the group.

What are the Goals?

By the end of this training course, participants will be able to:

- Plan and deliver a training session
- Discuss how to deal with the needs of different audiences
- Evaluate the appropriate use of adult learning techniques
- Describe the ORID principles for group facilitation
- Analyze various methods for evaluating training
- Write effective learning objectives based on the Bloom Taxonomy

Who is this Training Course for?

This training course is beneficial to any professional who wishes to develop their knowledge and skills in training others and who is involved in classroom or on-the-job training.

This AZTech training course is suitable to a wide range of professionals but will greatly benefit:

- Training Officers, Training Specialists, Training professionals & Training Managers
- Those working in or transferred to a training, learning and development role
- Managers or supervisors responsible for the training of others
- Experienced training, learning and development staff who want to refresh their skills
- Anyone involved in talent management, nationalisation programmes, business partnering or on-the-job training

The Course Content

DAY ONE:
Adult Learning and Learning Styles

- The training cycle: an overview
- The importance of adult learning styles
- Characteristics of the adult learner – how they differ from children
- Learning styles – and how to assess them
- Cognitive overload research and what it tells us about training

DAY TWO:
Characteristics of Successful Trainers

- The various roles for training professionals
- Facilitation: an overview
- Presenter and facilitator: what's the difference?
- Facilitator competencies & self-assessment
- Four guiding principles for facilitators (ORID)

DAY THREE:
Training Methods, Activities and Exercises

- Using icebreakers and educational games
- Advantages and disadvantages of different activities/ methods
- Planning and structuring exercises
- Brainstorming: you may have been doing it wrong
- Using SWOT, PESTEL and Force Field Analysis with groups

DAY FOUR:
Designing Training Programs

- Setting ground rules
- Steps to prepare an effective presentation
- Why educational objectives are essential
- The levels of training evaluation
- Calculating a cost-benefit analysis

DAY FIVE:
Presenting and Delivering Effective Training

- Presentation skills and overcoming fear
- The key elements of presenting
- Handling questions from the group
- Cultural issues in training
- Getting feedback from others

COURSE SCHEDULE:

06 - 10 October 2019
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THE CERTIFICATE:
AZTech Certificate of Completion for delegates who attend and complete the training course

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DATE	VENUE	FEES(USD)
06 - 10 Oct 2019	Dubai - UAE	$4,950

REGISTER NOW

This fee is inclusive of Documentation, Lunch and Refreshments may be subjected to 5% VAT

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

REGISTRATION DETAILS

FAMILY NAME:

FIRST NAME:

POSITION: COMPANY:

MAILING ADDRESS:

TELEPHONE: MOBILE:

FAX: EMAIL:

AUTHORISATION

AUTHORISED BY:

POSITION: EMAIL:

TELEPHONE: FAX:

POSTAL ADDRESS:

MODE OF PAYMENT

- ☐ PLEASE INVOICE MY COMPANY
- ☐ PLEASE INVOICE ME
- ☐ PLEASE FIND ENCLOSED A CHEQUE PAYABLE TO AZTECH
- ☐ ONLINE / CREDIT CARD

Hotel Accommodation

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

Event Disclaimer

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

Cancellation & Substitution

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

4 Ways to Register

Toll Free: **800-AZTECH**
Telephone: **+971 4 427 5400**
Fax Number: **+971 4 427 5401**
Email Address: **info@aztechtraining.com**
Visit our website: **www.aztechtraining.com**

Certification

AZTech Certificate of Completion for delegates who attend and complete the training course

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Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.