

TRAINING OF TRAINERS DIPLOMA



LET YOUR BRILLIANCE SHINE

Diploma Overview

One of the biggest challenges in the Trainer's career is not only to deliver an effective training program but also the ability to design, develop and evaluate the training material and activities to conduct a beneficial and exciting training program that truly influence the participants with positive change. In order to be a genuine professional Corporate / Freelance Trainer, one needs to acquire a set of skills that is required not only to impart knowledge but also to equip learners with the skills they seek to acquire. This will be taking place through mastering facilitation, questioning, coaching, presentation, practicing and demonstrating skills.

Brilliance Business School was the first institution who introduced TOT diploma to the market. It was conducted in partnership with RITI since 2005 and for 8 years in a row. Brilliance TOT has continued to be the TOT market leader diploma that other training providers and schools are trying to copy a part or whole of its model. Brilliance TOT is the only diploma which tackles training profession from all different training areas.

Diploma Objectives

- Understand the foundation and nature of adult learning
- Conduct training needs analysis (TNA) and identify the performance gap
- Design training programs and develop lesson plan
- Design and develop training material and training exercises
- Conduct training programs by the use of the power of delivery
- Practice facilitation skills and thinking on feet
- Evaluate the effectiveness of training courses and conduct cost benefit analysis

Diploma Content

Modules	Contents	Duration
One	Adult Learning and Essential Concepts	8 Hours
Two	Training Needs Analysis (TNA)	8 Hours
Three	Design and Development	24 Hours
Four	Perception and Paradigm	8 Hours
Five	Practice and Delivery	24 Hours
Six	Evaluation of Training Programs	16 Hours
Total		88 Hours



DIPLOMA OUTLINE

Module I: Adult Learning and Essential Concepts

- Learning – concept and definition
- Training, development and learning – the difference
- Skills development process
- Nature of adult learning
- Difference between adult and children learning
- Different types of learners
- Benefits and barriers of learning
- Different training roles
- Training generic model

Module II: Training Needs Analysis (TNA)

- Steps of training needs analysis
- The root cause of the problem
- Performance gap identification
- Training versus non-training solutions
- Analysis of learners
- Analysis of training constraints

Module III: Design and Development

- Components of design and development stage
- Training objectives
- Select learning strategies and techniques
- Lesson plan setting
- Training material design and development
- Training activity design and development
- Prepare the Training venue

Module IV: Perception and Paradigm

- Perception – definition and concept
- Perception myopia and downfalls
- Components of attitude
- How perception shapes our attitude
- Effect of attitude on behaviour
- Attitude and behaviour involvement
- Effect of environment and other factors
- Power of paradigm shift
- Power of a chosen attitude
- New level of thinking
- Thinking on feet

Module V: Practice and Delivery

- Training delivery and practice
- State-of-art of training delivery
- High impact delivery
- Presenting with self confidence
- Practice effective questioning techniques
- Sharpen overall trainer's skills

Module VI: Evaluation of Training Programs

- The value of evaluation
- Components of evaluation
- Methods of training evaluations
- Follow up training results
- Select external training providers

Facts about Brilliance Business School TOT Diploma

- Brilliance TOT Diploma is a market leader in terms of numbers of participants, program repetition and overall satisfaction
- TOT Diploma recognized from HRCI®
- TOT diploma proved its success for more than 15 years in a row
- An Integrated approach that covers all training aspects
- Intensive focus on the practical dimensions of all training aspects
- A proven tested methodology and 2200+ Graduates
- High participants' satisfaction rates (above 98%)

Participants' Profile

This program is for you if you are:

- An in-house trainer, training specialist and/ or manager who is involved in the training function inside the organization
- Freelance trainers and consultants who are involved in training services for their clients
- Technical managers who are involved in needed training programs or conducting trainings to their teams.

Instructor's Profile

This program is led by Master Trainer / Coach who has a significant successful record of training experiences which are focused on soft skills trainings and Management programs as well. These Master Trainers and Coaches acquired their training experiences and professional backgrounds which are backed up with solid background in soft and management skills.



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