

TRAINER'S ASSIMILATION PROGRAMME (TAP)

BACKGROUND



Trainer Assimation Package (TAP) is a 2-day workshop that equips corporate professionals, managers and executives (PME) with the necessary adult learning principles, classroom management skills, and essential facilitation skills to deliver training at the workplace.

TAP adopts hands-on practical skills based approach towards content delivery, facilitation techniques and conduct de-briefing methodology. TAP is specially designed for PME who are tasked with additional or new responsibility to deliver training.

COURSE OVERVIEW

Knowing When Training is Required

- Difference between teaching, facilitating and training
- Different modes of training
- Selecting appropriate training methods

Understanding Your Learners

- The learning cycle and experience
- Learning styles: V A K
- Selecting appropriate learning mode and activities
- Tips to check and ensure learners are learning
- The importance of feedback and questioning

Pre-Training Preparation and Post-Training Analysis

- ADDIE Model: Analysis, Design & Delivery, Development, Implement, Evaluate
- Doing needs assessments: ASK gaps
- Importance of post-training analysis
- Setting the stage

Creating the Training Programme

- Develop the training /learning objectives
- Design and develop the lesson plan
- Enhance lesson content
- Guidelines to designing course materials

BUSINESS FUTURE

C O N S U L T I N G

Effective Training Presentation and Communication Skills

- Researching the audience/learners
- Presentation and communication methods
- Effective body language, voice and articulation
- Speaking, Listening, Asking Questions
- Arousing interest in learners

Audio-Visual Aids and Resources

- Why use audio-visual aids?
- Common training resources
- Audio visual aids: what works, what doesn't
- Creating presentation slides that serve
- Presentation best practices

Qualities of an Effective Trainer

- The importance of EQ
- Essentials of good training
- Tips on "thinking on your feet"
- Using anecdotes and theatrical skills
- Steps in overcoming fear
- Essentials of a good trainer

Managing Difficult Learners and Situations

- Types of difficult learners
- Methods to deal with difficult learners or situations
- Dealing with distractions
- Developing contingency plans

LEARNING METHODOLOGY

- Mini-lectures
- Group discussions
- Video recording of mock presentations
- Exercises
- Role-plays
- Self-assessment

TARGET AUDIENCE

Managers and executives who are required to conduct internal training in the workplace.

COURSE DETAILS

Course fees : S\$1,200.00 (no GST) including 2 sessions of 1-hour post course coaching

Duration: 2 days

Any further enquiries, please contact us at
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