HDTC Training Center

Provide

Technical proposal of the Training program

TOT – Training of Trainers

Introduction

Effective training delivery is a critical skill for organizations that aim to develop employee capabilities and maintain competitive advantage. Trainers must not only possess knowledge but also the ability to engage participants, facilitate learning, and transfer skills effectively.

The **Training of Trainers (TOT)** program equips participants with the essential skills to design, deliver, and evaluate impactful training sessions in any organizational setting.

Program Overview

This 5-day program provides a comprehensive framework for professional trainers, combining adult learning principles, instructional design, and practical delivery techniques. Participants will engage in workshops, simulations, and practice sessions to develop confidence and competence in delivering high-impact learning experiences.

General Objective:

To develop participants' capabilities in designing, delivering, and evaluating effective training programs, enabling them to transfer knowledge and skills efficiently to learners.

Detailed Learning Objectives :

1. Understand adult learning principles and their application in training.
2. Design engaging and structured training sessions using best practices.
3. Deliver content effectively using a variety of teaching methods.
4. Facilitate learning through interactive activities, discussions, and simulations.
5. Handle challenging situations and diverse learner needs confidently.
6. Evaluate training effectiveness and apply continuous improvement techniques.
7. Develop personal skills as a professional trainer and facilitator.

Program Outlines:

★ **Module One : Adult Learning Principles.**

- ✓ Characteristics of adult learners
- ✓ Learning styles and preferences
- ✓ Motivation and engagement strategies

★ **Module Two : Training Design & Planning.**

- ✓ Setting learning objectives
- ✓ Structuring sessions for maximum impact
- ✓ Selecting methods, tools, and materials

★ **Module Three : Effective Training Delivery**

- ✓ Presentation and communication skills
- ✓ Voice, body language, and stage presence
- ✓ Engaging techniques: discussions, simulations, role-plays

★ **Module Four : : Facilitation & Learner Engagement**

- ✓ Encouraging participation and interaction
- ✓ Handling difficult learners and situations
- ✓ Group dynamics and collaboration

★ **Module Five: Training Evaluation & Feedback**

- ✓ Assessing learning outcomes
- ✓ Feedback techniques and continuous improvement
- ✓ Measuring transfer of knowledge to workplace

★ **Module Six : Personal Development as a Trainer**

- ✓ Self-assessment and reflective practice
- ✓ Building confidence and credibility
- ✓ Action planning for ongoing skill enhancement

Program Outputs:

★ **For Individuals:**

- ✓ Increased confidence in delivering training sessions
- ✓ Improved ability to engage and motivate learners
- ✓ Enhanced instructional and facilitation skills
- ✓ Ability to measure and improve training outcomes
- ✓ Professional growth and recognition as a trainer

★ **For Organizations:**

- ✓ Higher effectiveness of internal training programs
- ✓ Better knowledge transfer and skill development among employees
- ✓ Increased employee engagement and learning culture
- ✓ Reduced training inefficiencies
- ✓ Stronger talent development pipeline

Target Audience:

- ✓ New or aspiring trainers within organizations
- ✓ HR and learning & development professionals
- ✓ Subject matter experts tasked with internal training
- ✓ Professionals seeking to deliver workshops or coaching sessions

Program competencies and qualifications:

- ✓ Training design and session planning
- ✓ Effective facilitation and presentation skills
- ✓ Learner engagement and interaction
- ✓ Assessment and evaluation of training
- ✓ Confidence in handling diverse learning groups
- ✓ Continuous professional development as a trainer