

Training Of Trainers (TOT)

Develop the skills necessary to be an effective trainer through a combination of combination of concise lecture, practical demonstrations, and learn by doing exercises.

How you will benefit

1. Achieve confidence in your ability to train.
2. Deliver a lesson that is both clear and appropriate.
3. Use stories and analogies to make technical information familiar and relevant.
4. Preparing to train
5. Use body language and vocal deliveries to add variety and clarity to presentations
6. Practical actual training sessions, video taped and be critiqued by a supportive coach

What you will cover

1. Understanding the difference between teaching and training
2. Some learning principles
3. Preparing to train, preparation.
4. Training techniques – design lesson plans
5. Effective design of visual aids
6. The image makes the difference
7. Motivation: Capturing the attention of audience
8. Delivery: use of visual aids
9. Handling objectives, potential problems

Day One

- a) 30 minutes Preparing a lesson plan:
Introduction to participants. To prepare your lesson plan for your training session scheduled on
"Dr. Ahmed Fahmy" lecturing + handouts + getting feedback"
- b) Understanding the differences between teaching and training – some learning principles – Adult learning – Training techniques

Day Two

Designing Training sessions
Audience profile – Expectations – Objectives – Design the presentation(introduction – body - conclusion) – The trainer's image – Maintaining interest – Staying out of troubles
Dr. Ahmed Fahmy

Day Three

Effective design of visual-aids, development of handouts and manuals –
Communication (Verbal& Non-verbal)
"Trainer from the factuality of mass communication"

Day Four& Five

Micro training:

Each participate will deliver a training session for half an hour – applying what he has gained in the previous Three days – he will be video taped, getting feedback, present an action plan to change
"workshop factuality"