

Course code	OSP349
Course name	Train the Trainer
Duration	24 Hours
Target group	New or more experienced facilitators who will be responsible for delivering theoretical and practical content of a particular training program.
Prerequisites	<ul style="list-style-type: none"> <li>- RG;</li> <li>- CPF;</li> <li>- Passport (Expatriate).</li> </ul>
Objective	<p>Build an interactive learning environment; Show effective classroom management skills; Synthesize learning.</p> <p>The course will enable facilitators to develop training materials, techniques to facilitate the realization of their course objectives and student needs, as well as create confidence to provide an effective training program.</p>
Contents	<p>1. Facilitator Competencies: 1.1 Knowledge; 1.2 Planning; 1.3 Didactics; 1.4 Emotional Intelligence (empathy, enthusiasm, flexibility); 1.5 Ethics. 2. Principles of Adult Learning: 2.1 Relevance; 2.2 Appreciation Of Experience; 2.3 Interactivity; 2.4 Fear Of Being/Doing Wrong; 2.5 Motivation; 2.6 Autonomy. 3. Presentation And Communication Skills: 3.1 One Way X Two Ways; 3.2 Communication Elements; 3.3 Speech; 3.4 Language; 3.5 Non-Verbal Communication; 3.6 Listening. 4. Classroom Management: 4.1 Learning Management; 4.2 Environment Management; 4.3 Management Of Interpersonal Relations; 4.4 Time Management. 5. Training Design: 5.1 Establish Measurable Goals; 5.2 Learning Styles; 5.3 Evaluation Methods; 5.4 Tips On Using Slides. 6. Evaluation: 6.1 Learning And Technology-Theoretical Test; 6.2 Classroom Challenges; 6.3 Feedback Techniques; 6.4 Practice.</p> <p>Technical Reference: NR-37; IOGP REPORT 476.</p>
Exam	<p>Students will be assessed on their knowledge and skills through the Performance and Feedback Form with a minimum utilization of 70%.</p> <p>Validity: N/A</p>