



Training of Trainer Course 4 Days

Program Overview

Training of trainer program is an intervention for trainers in the vocational (VT) sector, for example persons working in vocational training institutions or working places as trainers, tutors, facilitators, mentors, coaches but have no formal training qualifications. This course is intended to fill the skills gaps of such practitioners and qualify them for Full registration with BQA. It is also intended for persons who have little or no experience in training. The main aim is to engage in improving the quality of training in the vocational sector areas. The other purpose of the TOT is to strengthen the capacity of a team of trainers by applying principles of adult learning, steps to behavior change, and a variety of training Methodologies and facilitation skills; developing learning objectives and designing lesson plans; using audio-visuals; and practicing training sessions.

Trainee Benefits

- ❖ Establish the training context in line with the organization's performance management framework.
- ❖ Trainer will be able to undertake a Training Needs Analysis of trainer
- ❖ Trainer will be able recommend appropriate Training Methods Interventions
- ❖ Trainer will understand the effective Training Process
- ❖ Be able to Design, Develop and Implement trainings programs in specific areas
- ❖ Acquire Presentation Skills appropriate for effective adult training
- ❖ Be able to understand and identify different behavioral and learning styles, and adapt training as necessary
- ❖ Be able to Present information in a clear, concise and engaging manner
- ❖ Be able to Evaluate learning against set training objectives
- ❖ Be able to use PowerPoint and spreadsheet resource preparation
- ❖ Be able to assess learner in accordance to the unit standards provided by BQA.

Course Outline Content

- ❖ Recognition of Prior Learning (RPL)/ Credit accumulation Transfer (CAT)
- ❖ Work in TVET as a practicing trainer

- ❖ Determine training methods
- ❖ Prepare learning resources
- ❖ Plan for facilitation of a training session
- ❖ Facilitate a training session

Key Learning Outcomes

- ✓ Trainer must demonstrate knowledge of vocational training system and the role of a trainer and Current BQA changes per BQA act 2016
- ✓ Demonstrate knowledge of TVET and NQCF
- ✓ Demonstrate knowledge of a Unit standards levels per BQA structure
- ✓ Trainer should profile a group a trainee for training purposes
- ✓ Trainer should formulate session objectives accurately (SMART objectives)
- ✓ Demonstrate knowledge of various methods of training Facilitation
- ✓ Prepare training variety of resource – power point and spreadsheet.
- ✓ Select appropriate method for facilitating a training
- ✓ Prepare session plans that reflect current trends in training facilitation
- ✓ Facilitate training sessions using a variety of training methods
- ✓ Evaluate training sessions (feedback questionnaires)
- ✓ Assess candidates against standards
- ✓ Prepare resources to support planned training facilitation. (use of PowerPoint and spreadsheets resources)

Training Approach

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes-based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- ❖ Role-plays
- ❖ Break-away sessions
- ❖ Relevant business exercises
- ❖ Presentations
- ❖ Demonstrations
- ❖ Questionnaires
- ❖ Discussion activities and
- ❖ Case studies

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

Target Group

Trainers, teachers, facilitators in education system, doctors, Tour guides, lawyers, Engineers, Security companies, Head of training, Marketing, administrators, Lecturers, Tutors etc. Any person who does presentations and training in their respective discipline.