TRAIN THE TRAINER

S. No.	Module	Training Objective	Focus Areas	Method(s) of Instruction	Duration - Breakup	Total Duration
1	Welcome	To give participants an overview of the Training Program; allow participants to set ground rules during training and formulate collective training objectives		Instructor-led PowerPoint including open-ended questions for eliciting objectives	30 min.	30 min.
2	Pre-training Assessment	Assess the training skills of participants through sample presentations		Sample presentations & video-recording with feedback	150 min.	150 min.
3	Understanding the Process of Training	Enable participants understand the various steps involved in the creation, design, and delivery of a successful training program; and also enhance the learning effectiveness in the classroom by gaining a better understanding of	The Training Cycle TNA Understanding Learning Styles	Activity: Understanding Learning Styles ILT	30 min. (activity) + 30 min. (instruction)	60 min.
4	Imparting Learning – Prerequisites	Expose participants to 'laws' (formulated by Edward L. Thorndike) that are applicable to most learning situations to enable them plan their sessions more effectively and also create a better learning atmosphere for	The Law of Readiness The Law of Exercise The Law of Effect The Law of Primacy The Law of Intensity The Law of Recency	ILT PowerPoint including open-ended questions for eliciting responses to questions	45 min. (instruction)	45 min.
5	Basic Principles of Learning	Impart tips and techniques to participants for them to ensure that their audiences learn effectively and remember what they learn.	Stimulate participants – use belongingness and satisfiers Recognize individual differences Build understanding, Exact Repetition, and Active Practice for retention Use 'tie-ins' – show it like it is First and last impressions Identify errors to aid learning Use recognition versus recall	Role-plays Exercises ILT	90 min.	90 min.
6	Preparing for a Training Presentation	To enable participants understand and execute the various steps involved in preparing well for a training	Objectives of the training presentation Planning for timelines	Movie clips Gray elephant exercise ILT	10 min. (movie clips) + 10 min. (exercise) + 30 min. (instruction)	50 min.
7	Training Presentation Design -- Structuring	To enable participants structure their training presentations effectively for creating maximum impact with the learners.	Presentation Title Introduction to the Presentation Determining the message Crafting the storyline Building the storyboard Planning the ending	Team Activity: Building a Storyboard Brainstorming ILT	90 min. (activity) + 15 min. (brainstorming) + 30 min. (instruction)	135 min.
8	Aesthetics	To sensitize participants to some of the aesthetics involved in delivering a good presentation and avoid making some errors that could make the audience lose interest during the presentation.	Using visuals Using animation Making a presentation engaging - role plays, activities, and Do's and Don'ts	Team Activity: Sales Presentation for a Retail Store Brainstorming ILT	150 min. (team activity) + 15 min. (brainstorming) + 60 min. (instruction)	225 min.
9	Mid-training assessment	Assess the training skills of participants through sample presentations		Sample presentations & video-recording with feedback	150 min.	150 min.
10	Training Presentation Delivery - Dealing with pressure	To enable participants practice tools to help them conquer stage fright.	Understanding common fears Techniques to deal with nervousness Self-talk Visualization Physiology and Psychology	Movie clip Activity: Deep Breathing Other activities to practice self-talk, visualization, and to bring about physiological changes ILT	10 min. (movie clip) + 5 min. (deep-breathing activity) + 20 min. (other activities) + 45 min. (instruction)	80 min.
11	Training Presentation Delivery - Presenter Effectiveness	To enable participants enhance their personal effectiveness and build credibility with the audience by sprucing up their communication styles and their 'image' while making presentations.	Body Language Tone of Voice Presenter Appearance Gaining Attention Handling Questions Handling mistakes Do's and Don'ts Using summaries to handle key	Movie clips Brainstorming ILT	30 min. (movie clips) + 15 min. (brainstorming) + 60 min. (instruction)	105 min.
12	Understanding the Audience	Enable participants manage their audience better and communicate effectively to certain types of learners who might exhibit behavior that could threaten the effectiveness of the training program as well as the attention	Understanding what motivated the audience Handling different types of audience members Handling dysfunctional behavior	Role-plays ILT	40 min. (role-plays) + 20 min. (instruction)	60 min.
13	Persuasion Skills	To enable participants use some proven techniques that would help them convince people they're trying to resolve conflicts with, to do what the participants want, in a way that	Primary elements of persuasion Principles of powerful persuasion Techiques of persuasion	Movie clips $100 Game ILT	20 min. (movie clips) + 40 min. (game) + 15 min. (instruction)	75 min.
14	Presentation Logistics	To sensitize participants to some of the logistical requirements they would have to think about for making their presentations effective and also plan	Equipment needs Disaster planning Logistics	ILT	20 min.	20 min.
15	Post-training Assessment	Assess the training skills of participants through sample presentations		Video-recording with feedback	150 min.	150 min.