Overview:

Our workshop has been developed to prepare participants with the knowledge and skills necessary to design and implement training programs.

Training Objectives:

- Discover & Develop Comfort and Confidence in front of an Audience
- Develop the Skills & Competencies required for a Trainer
- An Understanding of Group (audience) Dynamics
- Handling Cynicism, Fear and Resistance
- Creating a Dynamic Training Program
- Creating Energy in The Training Room
- Role-Play Management Skills
- Using Your Personal Strengths to Your Advantage in the Training Room

Training Topics:

- Introduction and overview

- **Training Needs Analysis:**

  - Conducting Training Needs Analysis (TNA)
  - Methods of TNA

- **Design of Training Programs:**

  - Designing the Training Program:
    - Determining the message
    - Crafting the storyline
    - Building a presentation storyboard
    - Making the most of your visuals – pictures and graphs

- o Development of Training Material:
    - Understanding the audience
    - Structure of delivery
    - Mediums of delivery
    - Methods of evaluation
    - Identification of Training Activities

- **Delivering the Training Program:**

    Platform Skills
    - o Voice
    - o Body language
    - o Connect & Rapport with Audience
    - o Enthusiasm

    Facilitation Skills
    - o Questioning
    - o Listening
    - o Drawing People out
    - o Leading Discussions
    - o Demonstrating a skill

    Process Skills
    - o Creating a positive environment for learning
    - o Handling resistance
    - o Debriefing
    - o Summarizing & Effective wrap up

- **Evaluating the Training Program:**
    - o Understanding Kirkpatrick's levels of evaluation
    - o Choosing evaluation techniques based on the nature of training

Assessment Methodology:

- A Pre- and Post-Training Assessment will be conducted in the following way:
    - Each participant will come in prepared to do a 5-10 minute training session
    - Parameters that have been decided on will be used to score this presentation
    - This presentation will be videotaped
    - At the end of the program, each participant will do another 5-10 minute training session
    - They will be graded on the same parameters
    - The presentation will also be videotaped
    - The trainer will give a short written evaluation on each participant with regards to his/her strengths and growth areas in the space of training
    - MMM will hand over the written evaluation and the pre- and post-training assessment videos to your organization

Training Hours:

The duration of the training program will be 3 days

Training Methodology:

Our training is carried out in a risk free environment, which encourages trainees to practice the skills that are taught. We use a number of training methods including simulations, video recording with feedback and group exercises to enhance the learning process.

- Instructor Led Training
- Role Plays
- Games and Group Activities
- Simulations

Resources Required:

- Momentum Training Solutions will conduct the training.
- Maximum number of participants to a session will be 15.

- The training will be conducted at a venue organized by your organization.

- The following will be provided by your organization:

    o   Handouts will be printed/photocopied

    o   An LCD projector

    o   Audio speakers