PARTNERS IN KNOWLEDGE UK LTD
Suite No. 129
295 Chiswick High Road
LONDON W4 4HH



ToT From Design to Delivery - CPD ACCREDITED

PIK825-1027 MLS-KL-1

Our Accreditations:

Accredited cpd Activity
THE CPD STANDARDS OFFICE
CPD PROVIDER: 50477
2023-2025
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WESTMINSTER BUSINESS COUNCIL

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Place	: Kuala-Lumpur	**Venue**	: Novotel Kuala Lumpur City Center Hotel (Jalan Kia Peng, 50450, Wilayah, Persekutan, Kuala Lampur, MALAYSIA) - TBC		
Start Date	: 04-10-2027	**End Date**	: 08-10-2027	**PPP**	: £4550

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If you can't train them, you can't blame them!

Short Description:

The role of the trainer undergoes constant evolution, adapting to emerging demands, technologies, challenges and audiences. This engaging and pertinent training symposium aims to prepare you to deliver impactful conferences that leave a lasting impression. It will furnish you with the necessary tools and skills to effectively facilitate, lead and enhance professional training within your organisation. Guided by a globally acclaimed trainer, this program will not only impart essential techniques but also provide opportunities for you to enhance your knowledge, abilities, and mindset.

Course Overview:

COURSE OBJECTIVES:

At the end of this course, participants will be able to:

- Develop & execute a training session effectively.
- Engage in discussions concerning addressing diverse audience needs.
- Assess & utilise adult learning techniques appropriately.
- Explain the ORID principles applied in group facilitation.
- Evaluate different strategies for assessing training sessions.
- Formulate well-structured learning objectives rooted in the Bloom Taxonomy model.

TARGET AUDIENCE:

- Training Officers.
- Training Specialists.
- Training Experts.
- Training Managers.
- Individuals tasked with or transitioning to roles in training, education and professional development.
- Supervisors or managers overseeing the training of personnel.
- Seasoned professionals in training, education, and professional development seeking to update their skills.
- Individuals engaged in talent development, nationalisation initiatives, business collaboration, or workplace training.

Program Outline:

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DAY 1: Adult Learning & Learning Styles

1. Overview of the Training Cycle.
2. Significance of Adult Learning Styles.
3. Contrasting Characteristics of the Adult Learner with Children.
4. Assessment of Learning Styles & Techniques.
5. Exploration of Cognitive Overload Research in Training Analysis.

DAY 2: Characteristics of Effective Trainers

1. Obtaining the benefits of teamwork.
2. Characteristics of effective/ineffective teams.
3. Managing conflict in a productive manner.
4. Understanding team member styles.
5. Creating a virtual team.

DAY 3: Training Strategies & Practices

1. Incorporating Icebreakers & Educational Games.
2. Exploring the Pros & Cons of Various Training Activities and Methods.
3. Developing & Organising Training Exercises.
4. Rethinking Brainstorming Approaches for Improved Results.
5. Utilizing SWOT analysis & Johary Window Model techniques in Group Settings.

DAY 4: Designing Training Programs

1. Global Change.
2. Impact of technology on future businesses.
3. Need to change organisational structures.
4. How changing internal & external customer needs will affect all current HR concepts.
5. Where are you now? The HR change model.

DAY 5: Strategies for Effective Training Delivery

1. Enhancing Presentation Skills & Addressing Fear.
2. Essential Components of an Effective Presentation.
3. Managing Group Inquiries during Training Sessions.
4. Cultural Considerations in Training Programs.
5. Soliciting & Utilising Feedback from Peers.