

|                          |  |
|--------------------------|--|
| Topic:                   | <b>TTT – Train the trainer training</b>  |
| Target Group:            | For all trainers, part-time trainers, company internal trainers and so on  |
| Benefit to participants: | Focus on psychological skill, presentation skill, interactive skill, class control skill, professional question and answer skill, overall training plan and post-training evaluation skill, ... to build up an overall training abilities for professional trainer   |
| Duration:                | 2 days (9 am ~ 5 pm)   |
| Outline:                 | <p>Day 1</p> <p>Essential abilities and qualification for a trainer:</p> <ul style="list-style-type: none"> <li>• 5 abilities for a trainer</li> <li>• Training psychological theory and mindset</li> <li>• Training abilities self assessment</li> <li>• 3 major tasks for a trainer</li> <li>• Training skills (such as opening, language and body-language skills, conduct training, control class, facilitation skill, summarize and answer questions skills, evaluation skill and etc</li> <li>• Practice, exercise, role play, demo, group work, sharing and so on.</li> </ul> <p>Day 2</p> <p>Show-time: in the morning,</p> <ul style="list-style-type: none"> <li>• Each participant will demo a 10-minutes topic presentation by using all skills learnt from the day 1.</li> <li>• All demo will be recorded as video clips</li> </ul> <p>In the afternoon:</p> <ul style="list-style-type: none"> <li>• To play-back all video clips while commenting by all class under the guide of the trainer.</li> <li>• Questioning and sharing by participants</li> </ul> |
|                          | End of the training  |