

Dates
July 7-11(Abuja)

Course Ref
EE/HR/02

Duration
1 Week

Fee
NGN 89, 500

TRAINING THE TRAINERS

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This program aims at equipping the trainers with the confidence and know-how to make a real contribution to the success of their organization in the role of an in-house trainer. We aim to show how the design and use of presentation and facilitation techniques should be solidly based on organizational performance needs, and to give grounding in the skills of a modern in-house trainer.

LEARNING OBJECTIVES

You will be able to

- Conduct needs analysis and write training objectives based on performance needs
- Advise managers and staff on how to address performance problems
- Design and use leading edge training and learning strategies
- Deliver structured and confident presentations
- Facilitate discussions and simulation exercises
- Recognize the role of computers
- Inspire managers and staff to proactive performance development

COURSE CONTENT

- Systematic approaches to needs analysis and training
- Presentation and communication techniques
- Psychology of learning, attitudes, styles and barriers
- Designing programmes and sessions to meet given objectives
- Personal learning, preferences, strengths and weaknesses in presentation

Sample Schedule

- 🕒 **Morning Session I**
The first session of the day lasts two and half hours
- 🕒 **Tea Break**
A 30-minute tea break for relaxation, tea and light snacks
- 🕒 **Morning Session II**
The second session stretches into noon and only last one and half hours
- 🕒 **Lunch Break**
- 🕒 **Afternoon Session**
The third and final session lasts two hours
- 🕒 **Group Activity**
Participants interact in different group tasks



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