

Workshop in Certified Trainer Excellence: Mastering the
Art of Training

Accra (Ghana)

17 - 21 March 2025

UK Training

PARTNER



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Code: PS28 From: 17 - 21 March 2025 City: Accra (Ghana) Fees: 3300 Pound

Introduction

In today's fast-paced world, the demand for skilled trainers who can effectively impart knowledge is continually growing. The "Certified Trainer Excellence" course is designed to equip aspiring trainers with the essential skills and knowledge required to thrive in the field of professional training. Through a comprehensive curriculum, participants will explore key areas such as instructional design, adult learning theories, presentation skills, and the business aspects of becoming a trainer. By the end of this course, participants will emerge as certified professional trainers ready to make a significant impact in the training and development industry.

Course Objectives

- Gain a thorough understanding of the role and responsibilities of a Certified Professional Trainer CPT.
- Master the art of conducting train-the-trainer sessions to empower fellow educators.
- Develop advanced communication and presentation skills essential for delivering effective training.
- Acquire proficiency in instructional design methodologies to create engaging and impactful training materials.
- Explore various learning theories and their practical applications in training design and delivery.
- Learn strategies to market yourself as a trainer and establish a successful career in the training industry.

Course Outlines

Day 1: Introduction to Certified Professional Trainer CPT

- Understanding the role of a Certified Professional Trainer CPT and their responsibilities.
- Ethical standards in training and the trainer's role in promoting them.
- Career opportunities in the training industry and professional growth.
- The importance of professional training certification in building a credible career.

Day 2: Fundamentals of Training Design and Delivery

- Principles of adult learning and how they apply to training design.
- How to design engaging training sessions that foster active participation.
- Interactive learning techniques to enhance skills training.
- Understanding the impact of training development on employee performance.

Day 3: Mastering Communication Skills for Trainers

- Verbal and non-verbal communication techniques for effective training delivery.
- Overcoming stage fright and boosting confidence during presentations.
- Using visual aids and presentation techniques to enhance learning outcomes.

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Day 4: Advanced Instructional Design Strategies

- Exploring advanced instructional design models for impactful training.
- Conducting a needs assessment and setting clear learning objectives.
- Interactive design workshop to create and refine training materials.

Day 5: Assessing Training Effectiveness and Technology Integration

- Evaluation methods and techniques for measuring training effectiveness.
- How to gather feedback for continuous improvement.
- Integrating technology in training to enhance learning experiences.

Conclusion

Upon completing the Certified Trainer Excellence course, participants will be equipped with the essential trainer skills required to excel in the training industry. They will have gained valuable expertise in professional training certification, employee development training, and training and leadership skills. Whether you aim to become a certified trainer or enhance your current training abilities, this course will provide you with the tools and knowledge to succeed.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles.

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