

Train the Facili-trainer Workshop

A 2-day Workshop (Level I)



Workshop Objectives

After attending this workshop, participants shall be able to:

- Conduct formal training sessions with confidence and ease
- Use the various training aids, media and props comfortably
- Handle all kinds of situations and participants assertively
- Practice the various stages of a training session using different methodologies
- Facilitate formal training sessions in a more engaging manner

Focus Areas

Session I

- Training Basics
- Types of Training
- Domains of Learning
- Adult Learning Principles and their Application
- Common Learning theories and their Application
- ADDIE Model of Training

Session II

- Training Design
 - Need of a Training Design
 - Steps in creating a Training Design
- Training Methodologies
- Active Learning Methodologies
- Content Creation
 - Participants' Manual
 - Facilitator's Guide
 - Presentations
 - Job Aids
 - Training Props

Session III

- Training Delivery Skills
- Using Media and Training Aids
- Stages of a training session
 - Opening a Session
 - Progressing a Session
 - Handling Situations and Participants
 - Techniques to reinforce the learning
 - Evaluating Learning
 - Closing a Session

Session IV

- Facilitation Skills
- Facilitator Training Rainbow and its application
- Styles of Facilitation
- Basic Facilitation Skills
 - Observing
 - Attending
 - Managing
 - Listening
 - Questioning
 - De-briefing & Summarizing

METHODOLOGY

Facilitator-led Discussions, Case-Studies, Role-Plays on simulated scenarios, Activities, Exercises, Group-work, Presentations, Self-assessment Quiz, Learning Videos, Learning Games

SESSION FLOW

- Knowledge or Skill Check (If required)
- Concept Sharing
 - Facilitator-led Discussion
 - Flash Cards
 - Workbook
- Concept Application
 - Discussion
 - Demonstrations (by trainer)
 - Drills
 - Videos
 - Presentations
 - Case-Studies
- Concept Check
- Skill Workout
 - Case-Works
 - Drills
 - Activities
 - Exercises
 - Group-work
 - Presentations
 - Self-assessment Quiz
 - Slip Writing
- Skill Check
 - Demonstrations (by participants)
 - Video Recording