

Training of Trainers Program

1. The Preparatory Level Specifications

A: Basic Information:

- *Program name:* TOT prep level
- *Program code:* prep
- *Title of program graduates:* Associate Trainer (AT)
- *Period of the title validity:* Three years

B: Specific Information

Program objectives:

By the successful completion of this program, graduates should be able to:

- Discuss the importance of training and its definition.
- Identify the main elements and principles of the training process.
- Outline the main steps of training program development.
- Establish a safe learning environment with target trainees.
- Deal properly with urgent and emergent situations in training.
- Select and apply the suitable training method according to the targeted training goals.
- List the professional trainer competences and responsibilities.
- Apply the ethical issues in the training profession.
- Select best strategies to properly deal with different troublesome trainees.
- Apply the basic communication skills in favor of achieving the targeted training goals.
- Appreciate the individual difference of different target trainees.
- Show positive attitude towards the training as a profession.

Content of the program:

- The Training Process
- The Training environment
- Training Methods
- Trainer's Competencies & Responsibilities
- The Difficult Trainee
- Communication Skills in Training

Study Load:

- 40 contact hours, (Face-to-Face training)
- 10 hours, Self Study & Assignments

Practice/Theory Ratio:

- Theoretical Part: 30%
- Practical Part: 70%

Program evaluation

This Program is evaluated according to the first and second levels of Kirkpatrick model per every run.

The Grading system & passing rate

1. 20% is dedicated for motivation, positive attitude, behavior, and active participation within the face-to-face training
 2. 40% is dedicated for a final written exam.
 3. 40% is dedicated for a 20-minute micro-training session that will be conducted by every trainee on a target subject.
- Trainee should get at least 50% in every evaluation element from the above to successfully pass the program.

Admission and selection criteria

- A university graduate.
- Average English skills.
- Average computer & IT skills.
- Pass the admission personal interview.