

## Training of Trainers Program

### 2. The Supplementary Level Specifications

#### A: Basic Information:

- *Program name:* TOT supp level
- *Program code:* supp
- *Title of program graduates:* Professional Trainer (PT)
- *Period of the title validity:* Three years

#### B: Specific Information

##### Program objectives:

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

- Define the personal trainer's mission & its elements.
- Develop a personal mission statement as a professional trainer.
- Discuss potential roles of professional trainer.
- Play potential roles of professional trainer within a given context.
- Discuss the adult learning principles.
- Apply the principles of adult learning while dealing with adult trainees within a given context.
- Distinguish between different learning styles and how to properly manage each style; according to *Gregorc Mediation Ability Model* and *McCarthy 4MAT Model*.
- Discuss the common intrinsic and extrinsic methods of trainees' motivation and apply them within a given context.
- Utilize the common theories of group dynamics in training.
- Design and utilize training models to enhance the training process efficiency.
- Effectively apply facilitation skills on target trainees.
- Distinguish between and utilize the different types of questions in a training context.
- Design and present effective training power point presentations.
- Discuss the concept of training evaluation and its levels.
- Appreciate trainees' individual difference.
- Demonstrate a positive attitude towards the importance and significance of motivating the target trainees.
- Show positive attitude towards the importance of dealing with the target trainees as adult learners.

**Content of the program (Title of the training sessions):**

- The Professional Trainer: Mission and Roles.
- The Adult Learning
- Learning Styles (Advanced)
- Group Dynamics in Training
- Designing Training Models
- Motivation in Training
- The Art of Questioning in training
- Facilitation in Training
- Designing & Delivering Training Presentations
- Evaluating of Training

**Study Load:**

- 160 contact hours, (Face-to-Face training, highly interactive sessions)
- 20 hours, Self Study & Assignments

**Practice/Theory Ratio:**

- Theoretical Part: 40%
- Practical Part: 60%

**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 25-minute micro-training session that will be conducted by every trainee on an HR-related target subject.
- Trainee should get at least 60% in every evaluation element from the above to successfully pass the program.

**Admission and selection criteria**

- Pass the preparatory level of TOT (the associate trainer level).
- A university graduate.
- Advanced English skills.
- Advanced computer & IT skills.
- Pass the admission personal interview.