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*Train the Trainer Course according to IMO Model Course 6.09*

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### **Program Overview**

The seminar is aimed to assist experienced or aspiring trainers to hone their skills and systematize their work.  
It is mainly directed towards seasoned professionals, either on the job training coaches or seminar leaders working as free lancers.

### **Topics**

#### **Understanding the learning mechanism of adults.**

- Motivation
- The acquiring capabilities of adults
- The environment
- The process to establish knowledge



#### **Building a Seminar**

- Goal – Content – Output
- Forming Learning Objectives – Bloom's taxonomy
- Delivery – Planning of Activities – Evaluation Method
- Material

#### **Measurement of Training Efficacy**

- Kirkpatrick approach
- Pre – training questionnaires
- In training evaluation tools
- Post training behavioral change monitoring

#### **Professional appearance**

- Body language
- Eye contact, mastering and conduct
- Use of oral skills
- Use of voice

#### **Assumed roles of the instructor**

- Administration of information
- Instruction
- Assistance to transform information to knowledge
- The importance of roles, selection of each and the relevant outcome



### **Providing feedback**

- How to correct mistakes and still be friends
- Reinforcement of bonds while correcting mistakes
- Offering improvement methods

### **Discussions**

- Leading discussions in the room
- How to guide participants through fruitful exchange of opinions
- Application of seminar content

### **Management of training sessions**

- Activities structuring
- Time forecasting and management
- Initial guidance for activities
- Monitoring activities
- Debriefing after the activity
- Summarizing an activity

### **Management of challenge and aggression**

- Identification of challenging behavior
- Identification of the aggression source
- Handling challenging behaviors

### **The use of training tools**

- Computers and multimedia
- The room setting
- Light, temperature
- Time calculation and breaks

### **The teaching material**

- Selection and creation
- Relevance
- Quantitative and qualitative approach

### **The simulation**

- Create a micro – teaching session
- Deliver
- Watch yourself and be evaluated
- Evaluate others – Conduct lessons learned
- Evaluate the seminar

### **Duration of Seminar**

- 24 training hours