



# Institute for Capacity Development (ICD)

Suite 3B, Third Floor| Capital Centre Building, Werner List Street| P O Box 10193, Khomasdal, Windhoek, Namibia|  
Phone: +264-61-401445 |Cell: +264816303279, +264813866883 |Fax: +264-61-401446 |E-mail: [coordinator@icdtraining.com](mailto:coordinator@icdtraining.com) |

## Trainers Skills Development (Training of Trainers)

### Course Objectives

On completion of the course, participants should be able to:

- Apply dynamic teaching and knowledge transfer methods to diverse groups
- Develop professionalism in the training function.
- Enhance communication skills in Trainers
- Understand the key purpose of training and development in relation to organisational development.
- Manage sensitive issues encountered in the adult learning process, and able to assess training needs and set learning objectives;
- Choose and use appropriate interactive training methods and materials, and to design and facilitate participatory training sessions;
- Apply techniques for presentation and facilitation.
- Handle questions effectively
- devise powerful, skill-building exercises

### Target Groups

- Professional and technical staff involved in training programmes

### Course Outline

- General Management Skills and principles
- Dynamics of learning
- Adult Learning
- The training cycle
- Training needs assessment
- Training principles and Analysis
- Learning Styles
- The Trainer as a Coach, Counsellor, Facilitator
- Training Approaches
- Research Skills for Trainers
- Developing learning objectives
- Interactive training methods
- Visual aids and feedback skills for trainers
- Computer skills for trainers
- Training Material Development
- Evaluation of Training Material
- Designing an Organisational Training Program
- Interactive lectures
- Objective based experiential training design
- Designing role-plays and case-studies
- Carrying out the Training Needs Analysis

- Training Programme Presentation
- Use of Training Aids
- Trainer Conduct and Control
- Facilitation of learning
- Dealing with group dynamics
- Training delivery preparation
- Time Management
- Adult Learning Approaches
- People Management
- Problem Solving
- Training Budget
- Training delivery
- Evaluation of training programmes
- Personal action plan

Dates: 23<sup>rd</sup> – 27<sup>th</sup> January 2012

Duration: 1 week

Course Cost: US2550

Venue: Windhoek, Namibia



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## Application/ Nomination Form

Organisation \_\_\_\_\_

Department \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

Phone numbers \_\_\_\_\_

Course Title/ Code \_\_\_\_\_

Attendance Month/ Dates \_\_\_\_\_

	<b>Surname</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

*Attach a separate list in cases where the delegates are more than six ( Applications can also be submitted online or by email).*

Expected Benefits from participation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorised Signature: \_\_\_\_\_ Position \_\_\_\_\_ Date: \_\_\_\_\_