



Train the Trainer Program

Train the Trainer Program

 Seminar

 2 Dates available

 Certificate of Completion

 Virtual learning

 16 Lessons

 Available online

Seminar Number: PH-C09-TrainTheE-Trainer-VC

Status: 18.10.2024. All current information can be found at <https://academy-ph.tuv.com/s/PH-C09-TrainTheE-Trainer-VC>

The course aims to prepare the participants to design, develop and deliver an effective on-line training program/session through enhancement of their communication, presentation and facilitation skills. In addition, it provides them with basic understanding on the modern adult learning principles, basic digital literacy and the use of appropriate use of training approaches, strategies, techniques and tools for effective and efficient live online trainings.

Benefits

At the end of the course, learners should be able to:

- Know the impact of Train the E-Trainer Program on the achievement of organization's goals as well as the roles and qualifications of an effective e-trainer.
- Set the training objectives and conduct training needs analysis (TNA) for live online trainings effectively.
- Analyze the modern adult learning principles and learning styles and their nexus in effective live online training design and delivery.
- Keep abreast of the appropriate training methods and IT tools for effective live online trainings as well as their chances and limitations.
- Enhance their communication, presentation and facilitation skills in conducting live online training.
- Use the appropriate training approaches, strategies and techniques as well as the use of state-of-the-art IT solutions during online demonstration teaching/lesson.
- Demonstrate the desired skills in planning, preparation, implementation and closure of live online trainings.

Target group

Adult learning educators, soft skills and technical trainers and teachers conducting online classes.

Requirements

No prerequisite

Training outline

■ Introduction

- Course Overview
- Definition of Related Terms
- The Impact of Digital Transformation on Global Training and Development Milieu
- Roles of an E- Trainer
- Qualities of an Effective E-Trainer

WORKSHOPS ON HALLMARKS OF EFFECTIVE AND EFFICIENT E-TRAINER

■ Design

- Training Needs Assessment
- Setting Training Goals and Objectives
- Designing Lesson/Instructional Plans for Live-Online Trainings

WORKSHOPS ON CONDUCTING TNA

■ Development

- Modern Adult Learning Principles
- Learning Styles for Live Online Trainings
- Developing Learning Activities
- Creating Effective Visual Aids

WORKSHOPS ON LESSON PLANNING AND CREATION OF VISUAL AIDS FOR LIVE ONLINE TRAININGS

■ Delivery

- Communication Skills
- Presentation Skills
- Facilitation Skills
- Selection and Application of Live-Online Training Approaches, Strategies, Techniques and Tools

- Synchronous and Asynchronous E-Learning Modalities: Chances, Limitations and Applications
- Optimization of IT Solutions for Live Online Trainings

WRITTEN EXAMINATION

ONLINE DEMONSTRATION TEACHING/LESSON AND POST-CONFERENCE

Other information

For payment and other inquiries, please contact Ms. Carla Toralballa, Sales Executive (Carla.Toralballa@tuv.com | +63 998-975-6871).

ADDITIONAL INFORMATION

- Fees are inclusive of training materials and certificate.
- Unless specified in the course brochure, training fees subjected to a 12% VAT.
- All participants are required to pay 50% down payment before the first day of the training.

CANCELLATION POLICY

- TÜV Rheinland Philippines, Inc. reserves the right to postpone and cancel public courses.
- Unless cancelled by TÜV Rheinland Philippines, training fees are non-refundable.
- Participants with late cancellation (five days prior the training schedule) will not be refunded. Full amount of the training fee will be charged and invoiced.
- Transferability: If you are unable to attend, a substitute delegate may attend in your behalf. Please provide the name and title of the substitute delegate

Event overview and booking

Book your desired date now directly online at <https://academy-ph.tuv.com/s/PH-C09-TrainTheE-Trainer-VC> and benefit from these advantages:

- Fast booking process
- Personal customer account
- Simultaneous booking for several participants.

Alternatively, you can use the order form to order via fax or e-mail.

Order form Page 1/3

I HEREBY BINDING REGISTRATION FOR THE FOLLOWING SEMINAR:

Train the Trainer Program

Seminar Number: PH-C09-TrainTheE-Trainer-VC

Please choose an appointment you would like to book:

- 11/21/2024 - 11/22/2024**, | Event number: PH-C09-TrainTheE-Trainer-VC-Train the E-Trainer Program
₹8,000.00 (Net price, plus VAT) ₹8,960.00 (Gross price, including VAT)
- 12/19/2024 - 12/20/2024**, | Event number: PH-C09-TrainTheE-Trainer-VC-Train the E-Trainer Program
₹8,000.00 (Net price, plus VAT) ₹8,960.00 (Gross price, including VAT)

All further information about the dates can be found at <https://academy-ph.tuv.com/s/PH-C09-TrainTheE-Trainer-VC>.

Please send us **all pages** of the form by fax or email to order the above seminar.

E-mail:
academy@phl.tuv.com

Phone: +63 28128887

Please enter your order data on the next page.

Order form Page 2/3

- I am ordering as a consumer (private customer)
- I am ordering as a company / public authority (business customer)

Invoice address

We use this data for order confirmation and invoicing.

Company name:

Position Title / Department (optional):

House No. / Street:

Zip code:

City:

Your internal purchase order number:

Your Tax VAT (optional):

You can enter an internal purchase order number
(SAP number)

Your contact data

We use this data for order confirmation and invoicing.

Salutation:

First Name:

Last Name:

Email Address:

Phone number:

Participant information

I will participate in the seminar myself (contact details as indicated above)

The following person is to participate in the seminar:

Complete only if you are not attending yourself, but another person is.

Salutation:

First Name:

Last Name:

Email Address:

Phone number:

Date of birth (optional):

Place of birth (optional):

Payment method: Invoice

For consumers, the cancellation policy applies, which you can find under the attached terms and conditions.

I hereby accept the following general terms and conditions of the organizer (<https://academy-ph.tuv.com/terms>).

Location, date

Signature

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