



Rooshikumar Pandya-AMA Trainer's Academy

Train The Trainer Workshop

Batch-XIX

**3 days Workshop – Thursday, Friday & Saturday
January 18, 19 & 20, 2018 - 9.30 a.m. to 5.00 p.m.**



Late Prof. Rooshikumar Pandya

Torrent-AMA Management Centre, Core-AMA Management House,
AMA Complex, Dr. Vikram Sarabhai Marg, ATIRA Campus,
Vastrapur, Ahmedabad 380 015

The Train the Trainer program prepares participants to conduct training by examining the roles, attributes and responsibilities of the trainer, the learning styles of trainees and the adult learning processes. Opportunities are provided throughout the course for participants to integrate and demonstrate this knowledge with the verbal and non-verbal communication skills, problem solving skills, and creative training techniques presented. Participants build and refine their training skills and receive valuable feedback as they practice their training techniques using real content related to their workplace. This three day program will enable delegates to develop skills in the design of their programs. The output sessions will enable the participants to rehearse their learnt skills of presentations.

This experiential workshop also shows you how to write performance-based training materials. It will give you tips and techniques to make your materials popular, interesting and lively, using clear and concise writing style.

How the benefits are achieved?

The participants are encouraged to develop a positive and dynamic learning environment, facilitated by the trainer. Practical sessions stimulate the participants to enhance their skills and techniques.

Who Should Attend?

The program is designed for classroom instructors, course leaders, managers and trainers who want to develop and reinforce their instructional techniques, learn how to expertly facilitate learning, and sharpen their presentation skills.

Program Outline

- **Relevance of Training**
- **Roles and attributes of a Trainer**
- **Adult Learning Expectations and Experiences**
- **Training as Effective Communication**
- **The Adult Learner**
 - Learning Styles
 - How Adults Learn Best
 - Learning Principles
 - Recognizing Preferred Learning Styles
- **Introduction to Developing a Training Program**
 - Phases of Training Development Process
- **Identifying Learning Needs**
 - Training Needs Analysis, Definition
 - Purpose
 - Methods of Conducting

- **Planning and Preparing a Presentation**
 - Introduction
 - Training Support Material
- **Training Methods & Techniques**
 - Questions
 - Methods of Instruction
 - Instructional Techniques
- **Techniques to Maximize Training - Delivery Techniques**
 - Organizing Your Presentation
 - Presentation Tips
 - Overcoming Anxiety
 - Assess the Audience During a Presentation
 - How to Evaluate Learner Performance
 - Creating a Good Learning Climate
 - How to Help Slow Learners
 - Techniques for Increasing Participant Satisfaction
 - Learning through fun; Image of a Trainer
- **Question Answer Techniques**
 - Feedback
 - Apply Steps to Properly Answer a Question
 - Apply Techniques to Handle Challenging Questions
- **Evaluation**
 - Designing Evaluations
 - Types of Evaluation
- **Presentation Skills Practice**
 - Confidence Building Exercises
 - Participants' output
 - Delivering an Interactive Training Session

Faculty : Mr. G. Balachandran, Trainer and Motivational Speaker

Fee : Rs. 6000/- per participant inclusive of GST. Cheque should be drawn in favour of "**Ahmedabad Management Association**".

Registration:

Please send your registration along with participation fee to:

Ahmedabad Management Association

ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

Phone: 079-26308601-5 • **Mobile :** 9537407187, 7069940917, 7203030990

Fax: 079-26305692 • **E-mail:** ama@amaindia.org

Website: www.amaindia.org

Android Mobile App: AMA-Ahmedabad amaIndia.org

About the Rooshikumar Pandya-AMA Trainers' Academy

Sponsored by Professor Rooshikumar Pandya, a leading Trainer and Behavioural Scientist, the Academy was set up in January 2000 by AMA as part of its continuing education and professional activities. The major focus of the Academy is to develop trained professionals for management training and education. The academy organises Training Workshops, Teachers' Training Programmes, Case Workshops/Case Writing, Trainer's Forum Meetings, etc.

