

Professional Trainer Preparation Program TOT

- About the program:

- **this training program aims to prepare the participants for scientific and technical qualification and to provide them with the practical experience necessary to serve as professional trainers in their fields of work.**

The program addresses the psychological barriers experienced by the trainer at the beginning of his practice and how to overcome them?

The program reviews more than one model of scientific training models (Caleb Model - McCarty Model - Model Representative Systems - Hermann Model)

This program is characterized by delivering means and tools that help lecturers and trainers to deliver his targeted training successfully.

Who targeted to attend this program?

- **Trainers wishing to refine their skills and experience**
- **Individuals wishing to work as professional trainers**
- **Managers and HR specialists**
- **Managers and supervisors who use the training methods in qualifying their employees.**

Program Goals:

- **Provides participants with practical and applied experience to work as professional trainers**
- **Provides participants with scientific background necessary for their success as professional trainers.**

- Advantages of our training program

In the implementation of our training programs we rely on basic standards and parts.

First part : selection of experts

- **The company's quality committee considers 'selection of experts whether university professors or practitioner trainers with international expertise, to ensure a mixture of theoretical basis for training topics as well as practical practice.**

Second part : preparation of training material

- **We provide a training material that achieve some balance between skills of trainee, which we seek to correspond with the various knowledge to create a set of trends and behaviors that can activate the desired training benefit, our training programs has been developed by international experts and trainers.**

Third part: training follow-up

- **The scientific advisory coordinator will carry out the follow-up process to assess the performance of the training process, based on a set of tribal and remote surveys, as well as a series of other surveys the program expert will fill out as an evaluation of each trainee.**
- **The bulk of these surveys facilitate actual performance of training process before and after training. Training departments of companies are contacted with copies of these surveys to assist in the evaluation process. We also conduct the overall evaluation after three months of completion of training to determine the impact of functional training on the organization.**
- **All our training programs contain scientific material + workshops that contain distinctive training games which keep the spirit of the team; we are working with the latest ways, means and modern training methods that meet the needs of all our customers.**

Evaluation and follow-up training system includes:

- **Before the beginning of training we analyze training needs before training**
- **Follow-up after three months of completion of training to follow up on the impact of training**
- **Follow-up after one year of completion of training to assess the current situation after the completion of functional training.**

Training mechanisms for our programs

• In the implementation of our various programs, we rely on a number of modern methods of teaching scientific subjects of the programs so as to allow participants to have an opportunity to practice practical materials as well as training games for every training workshop in a manner that achieves efficiency and effectiveness within the exchange of ideas and information.

We depend on

- Scientific lectures
- Practical situations
- Role representation
- Discussion and dialogue
- Surveys
- Training films
- Workshops



- Other advantages

- The participant will receive an integrated training package containing:
 - Training guide for preparation of trainers, including training games, scientific material and power point.
 - Pen, Note, ID, and Program material.

- **Certificate on behalf of training program and our accreditation, the certificate is certified and legalized by all branches of our company (British, American& Egyptian branches).**

Outlines of the training program of TOT or TTT:

Days	First session	second session	third session
First day	<p>Acquaintance program Presentation</p> <p>What is training? And most important theories.</p> <p>How to perform games</p> <p>breaking ice</p>	<p>The difference between training and education</p> <p>The difference between training of young and adults</p> <p>How to identify and measure the training gap</p>	<ul style="list-style-type: none"> • The stages of training process • Pre-training • Stage during training • End -of – training phase
Second day	<ul style="list-style-type: none"> • Communication, education and their relationship to training • communication skills of training 	<ul style="list-style-type: none"> • How to make a training bag • How to set training goals <p>basics of selection of training contents</p>	<ul style="list-style-type: none"> • Types of training • Different training methods and how to use them

<p>Third day</p>	<ul style="list-style-type: none"> • Active training and learning methods • Methods of participation • Outdoor activities and games 	<ul style="list-style-type: none"> • Designing and equipping training • Implementation of training <p>Follow up and evaluation of training</p>	<ul style="list-style-type: none"> • Educational training model for different levels of ages
<p>Fourth day</p>	<ul style="list-style-type: none"> • Presentation and introducing skills 	<p>Trainee types and how to deal with them</p>	<p>Professional Trainer Skills</p> <ul style="list-style-type: none"> • success Criteria for the professional coach
<p>Fifth day</p>	<ul style="list-style-type: none"> • Effective performance requirements • motivation • How to become an effective coach 	<ul style="list-style-type: none"> • Different evaluation tools and how to use them • How do you evaluate your coach • How to evaluate a training material • How to evaluate training 	<p>Training process</p> <p>Planning and organization of training</p> <p>Office and logistics matters for any training type</p> <p>important</p>

		results • Evaluation models	matters for training management
the sixth day	Graduation project offers participants	Graduation project offers participants	Evaluation honor the conclusion

Strategies of implementation of the TOT training program

***Assessment of trainees needs before starting the actual training phase, the training needs process draws on the trainees' experiences and points of view through a variety of activities and surveys.**

So that the knowledge of the actual training needs and level of training will be realized, while ensuring that the training content and skills are directly related to the trainees' experiences (neither lower nor higher level).

Pre-training phase

There is a pre- training phase occurs before the training process away from the trainees, before starting the training course, facilitates success and management of the course:

***TNA**

*** Planning before training, defining roles and responsibilities**

*** Administrative Office: Program Manager, Training Coordinator, Administrative Assistant, Coordination with Consultant**

*** Executive Office: processing of training materials, preparation of training tools, coordination with trainees**

*** Logistics: training place, training means and tools .**

Stage during training

This stage is very important because it is the link between all parties (FHF training company & trainees)

*** Ensures the convenience of trainees, conduct complete training process .**

*** Ensures the availability of training tools for the trainer**

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*** Active participation of trainees during the implementation of the main and sub-axes of training program through different methods**

- Studies, cases and discussions

- Using examples and videos

- Role playing and experimental activities

Post-training

- After the end of the training program, the participants will be evaluated according to (kirk Patrick evaluation model) and the results compared with pre training needs, in order to measure skills acquired to the trainees as result of the training program.

- Evaluation after three months so that the evaluation and follow-up is more evident through an evaluated model of the results of the training course for the sector that has been trained, through the Consultative Coordinator of Monitoring and Evaluation.

- Annual assessment in the case of the company's request for follow-up and annual evaluation so that we could stand on the evaluation and follow-up of the overall results of the training program implemented, identifies future training needs.

