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Training of Trainers (TOT) Course

Online Format | 5 Sessions × 2 Hours (Total 10 Hours)

Practical Skills Development for Corporate & Business Trainers

Course Purpose:

This focused TOT program is designed to help trainers, instructors, and facilitators improve their ability to **design, deliver, engage, and manage professional training sessions**, especially in corporate environments. The course emphasizes **practical trainer capability**, confidence, and modern instructional skills.

Course Learning Outcomes: By the end of the program, participants will be able to:

- ✓ Understand the professional role of a trainer
 - ✓ Apply adult learning principles effectively
 - ✓ Design structured and engaging training sessions
 - ✓ Deliver content confidently online or face-to-face
 - ✓ Facilitate interaction and learner participation
 - ✓ Handle difficult situations professionally
 - ✓ Measure learning and improve performance
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Suitable Participants:

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|--------------------------|--------------------------------------|
| • Corporate trainers | • HR / L&D staff |
| • Internal instructors | • Managers delivering training |
| • Subject matter experts | • Consultants and freelance trainers |
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Course Fees: EGP 5,000 for Egyptians, or USD 250 for non-Egyptians.

Session 1 (2 Hours)

Module 1: The Professional Trainer Mindset & Adult Learning Principles

Topics:

- Role of the trainer in business environments
- Trainer vs presenter vs facilitator
- Characteristics of effective trainers
- Building confidence and credibility
- How adults learn differently
- Motivation and barriers to learning
- Attention span and engagement basics

Practical Activities:

- Trainer self-assessment
- Identify good vs poor training behaviors

Learning Outcome:

Participants understand how to think and perform like professional trainers.

Session 2 (2 Hours)

Module 2: Training Design & Session Planning

Topics:

- Writing clear learning objectives
- Structuring a professional training session
- Opening, core content, practice, close
- Managing time effectively
- Designing exercises and discussions
- Preparing slides and materials
- Planning for online delivery

Practical Activities:

- Create a 60-minute session plan
- Improve a poorly designed agenda

Learning Outcome:

Participants can design organized and outcome-focused training sessions.

Session 3 (2 Hours)**Module 3: Presentation Skills & Trainer Presence****Topics:**

- Powerful session openings
- Voice control, pace, tone, clarity
- Body language and energy
- Camera presence for online training
- Explaining concepts simply
- Storytelling and examples
- Managing nervousness

Practical Activities:

- 3-minute trainer presentation
- Personal delivery feedback

Learning Outcome:

Participants improve confidence and professional delivery style.

Session 4 (2 Hours)**Module 4: Facilitation Skills & Managing Learners****Topics:**

- Presenting vs facilitating

- Asking effective questions
- Leading discussions professionally
- Encouraging quiet learners
- Managing dominant participants
- Handling resistance and difficult behavior
- Using polls, chat, breakout rooms

Practical Activities:

- Facilitation roleplay
- Handling difficult learner scenarios

Learning Outcome:

Participants can run interactive sessions and manage learners effectively.

Session 5 (2 Hours)

Module 5: Assessment, Feedback & Practice Training

Topics:

- Checking learner understanding
- Quizzes, polls, reflections, exercises
- Giving constructive feedback
- Collecting learner feedback
- Trainer self-improvement methods
- Personal action planning

Practical Activities:

- Micro-training delivery (5 minutes each)
- Peer and trainer feedback

Learning Outcome:

Participants can evaluate learning results and continuously improve as trainers.