SCANDINAVIAN ACADEMY
For Training and Development

Course: Professional Master Trainer

Code	City	Hotel	Start	End	Price	Language - Hours
230	Hong Kong	Hotel Meeting Room	2025-01-27	2025-01-31	5450 €	En - 25

Introduction

This workshop is specifically intended for personnel who have to give training, presentations or deliver instruction.

In a world where the swift transfer of information has to be, clear and concise –the mastery of information transfer through training is essential. This workshop will provide all the necessary techniques and the latest thinking to make participants successful – presented by a world known master trainer.

Objectives

- To understand and be able to incorporate techniques to aid others understand skills, knowledge, competence or performance topics given through training
- Be able to construct training and presentations to match attention spans and retention ability of the participants
- Be able to select or design tests to be used in training
- Be able to provide presentations using the industry standard - PowerPoint media
- Be able to deliver any presentation using, course manual, Instructors manual and visual aids
- Be able to decide on software that can be added to PowerPoint to enhance visual aids
- Be able to select and insert video into PowerPoint in a seamless manner
- Demonstrate mastery of the skills learnt through practical coaching during the course
- Be able to identify others learning styles in order for you to present effectively

- Be able to construct materials to a standard

Training Methodology

Together with your fellow participants you bring a wide variety of experience and resources to the program. The course facilitator's role is to help you learn for yourself and to assist you as you make sense of new ideas and techniques that you can use. We learn things as we try them out, you will be guided trough the learning step by step using your own material as a practical base for development –seeing your incremental improvement throughout the week. Supporting videos and group work will aid your learning experience.

Organisational Impact

Effective presentation and instruction is a key requirement. Organisations supporting this workshop will achieve a common –high standard approach using a proven methodology.

Organisations should be able to see a marked and measurable improvement from all participants.

Personal Impact

Master a key skill and build your confidence with some outstanding techniques and methods. You will be able to improve on your own material and work on it through out the programme, making this course very specific to you and what you are likely to train.

- To use the latest techniques
- Be able to select software that will add to the visual impact of your courses
- Get a complete understanding of how learning takes place
- Master body language
- Know and be able to set up in a professional manner

- Master dealing with difficult or un interested participants

Competencies Emphasized

- Planning
- Construction of presentation materials
- Information Transfer
- Inter personal skills
- Training delivery skills

SEMINAR OUTLINE

DAY 1

Understanding how knowledge transfer takes place

- Introductions
- Your presentation material – first presentation
- How people absorb information
- Retention ability –Rackman principal
- Learning times and cycles –long sessions are not best
- Discover your own learning and teaching styles – Questionnaire and feed back
- WIIFM –build this into every presentation

DAY 2

Designing your presentation -outline plan

- Assessing the needs of your group
- Writing the material using the three stage approach

- Understanding the power of visual aids (including engineering and technical objects and photographs)
- The need for reinforcing handouts
- Use of specialist software

DAY 3

Visual aids-Use and construction of dynamic visuals and other aids

- The power of visual aids – demonstrations
- How to use powerpoint to maximum effect, integrating other software
- Sequencing difficult processes of engineering drawings and complex issues
- Practice

DAY 4

Delivey techniques –from theory to perfection

- Positioning –demonstration and practice
- How to use body language to your advantage –to build agreement and to maintain control. Video
- Use of and control of questions
- Testing understanding – soft and hard techniques
- Building commitment for action
- Use of physical examples- props
- Group involvement

DAY 5

Implementing your new skills

- Practice and final presentations
- Course facilitator's final critique
- Presentations of certificates

The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
    - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
    - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
    - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
    - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
    - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
    - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
    - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
    - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
    - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
    - Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.