



## Human Resource & Training



**SCANDINAVIAN ACADEMY**  
Training and Development

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# Course: Train the Trainer: From Design to Delivery

Code	City	hotel	Start	End	price	Hours
598	Zurich (Switzerland)	Hotel Meeting Room	2024-04-29	2024-05-03	5450 €	25

## Program Objectives

**By the end of the program, participants will be able to:**

- Relate their psychological types and/or learning styles to instructional strategies.
- Analyze the basic assumptions and principles underlying adult learning.
- Write specific instructional learning objectives.
- Prepare an outline for a training program of their choice.
- Plan and deliver a training session relevant to their areas of expertise.

## Program Outline:



### **Adult Learning**

- Assumptions and Principles of Adult Learners

- Characteristics of the Adult Learner

- Implications for the Trainer and the Learner

### **Personal Style and Instructional Strategies**

- Questionnaire/Instrument on Teaching/ Learning Styles

- Linking Style with Instructional Strategies

### **Designing Training Programs**

- Why Write Learning Objectives?

- Critiquing Poorly Written Objectives

- Writing Instructional Learning Objectives (ILOs)

- Main Elements of Program Design

- Preparing an Outline for a Training Session

- Model for Program Design

- Outline of a Training Session

- Blueprint for a Training Session

### **Choosing the Appropriate Training Method**

- From Brainstorming to Case Studies

- Advantages and Disadvantages of Different Methods

- How to Choose a Training Method

- Linking Delivery Methods with Training Content and Adult Learning Principles

### **Presenting and Delivering Effective Training**

- Fundamentals of Effective Speaking

- Verbal and Non-Verbal Components of Communication

- The Passive, Passive-Aggressive and Aggressive Trainer

- Assertiveness Defined

- The Assertive Trainer: Characteristics and Benefits

- Ways to Get Attention and Maintain Interest

- Elements of Effective Feedback

- Delivery and Critique of Training Sessions



**The Scandinavian Academy 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 buffet sessions for light meals during lectures.