

Training programme Axes

Training Programme Name	Training Of Trainers
Training Programme Name	تدريب المدربين
Training Programme Organiser	SkillDrive for training and consulting
Training programme Type	Course
Training hours	40 Hr
accreditation body	OAB-UK

Training goals

1. Design and implement training programmes based on scientific principles
2. Identify and assess participants' needs
3. Analyse participants' personalities
4. Deal with individual differences among participants
5. Make an impact and bring about change
6. Standing in the training room with confidence and competence
7. Distinguishing between training and education
8. Preparing and designing the training package
9. The ability to adapt to participants
10. Boosting self-confidence
11. Harnessing participants' latent potential



Target groups

1. Those in supervisory and managerial roles
2. Secretarial and office administration staff
3. Public service staff
4. Staff handling and resolving complaints
5. Ambitious staff with a vision for the future
6. Those who feel they have skills and need to hone them
7. Those wishing to strengthen their leadership skills
8. Those qualified for leadership roles
9. Those keen to make an impact and leave their mark in various roles

Course Introduction

"Training Of Trainers" (TOT) course designed to build leadership capabilities, boost self-confidence, and develop skills essential for modern management. The program serves as an integrated umbrella for honing various competencies, including effective presentation, communication, dialogue, and persuasion skills

This training package has achieved the international accreditation standards of OAB-UK

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Training programme Axes

Axes	Course topics	Hours
Lesson 1	Introduction and training fundamentals	5
Topic 1	Definition of training and its importance + the difference between education and training	
Topic 2	Skills of a successful trainer + strengths and weaknesses	
Topic 3	Audience profiling	
Topic 4	Ice-breaking skills + Introduction and first impressions	
Topic 5	Presentation skills	
Lesson 2	Presentation and Communication Skills	5
Topic 1	Effective communication skills	
Topic 2	Body language and how to use it	
Topic 3	Logical structure of a presentation + capturing the audience's attention	
Topic 4	The art of handling questions	
Topic 5	A Strong Conclusion	
Lesson 3	Designing the training process	5
Topic 1	Identifying training needs	
Topic 2	Selecting participants + Trainee profiles	
Topic 3	Audience representation models	
Topic 4	Types of trainers + trainer charisma	
Topic 5	Setting up training rooms	
Lesson 4	Training design and evaluation	5
Topic 1	Training session formats + discussion groups	
Topic 2	Psychological and cultural preparation of the trainer	
Topic 3	Preparing the training pack	
Topic 4	Stages of the training process	
Topic 5	Pre- and post-training assessment	
Lesson 5	Stages of the training process	5
Topic 1	Introduction to training + principles of adult education	
Topic 2	Factors influencing learning	
Topic 3	Use of teaching styles + feedback	
Topic 4	Training planning (objectives, audience, content)	
Topic 5	Main training methods	
Lesson 6	Training methods and their implementation	5
Topic 1	Lecture and explanation + demonstration of models	
Topic 2	Supporting resources and tools	
Topic 3	Group work + discussion + questions	

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Topic 4	Case studies + role-play	
Topic 5	Dealing with difficult people	
Lesson 7	The art of public speaking and presenting	5
Topic 1	Building self-confidence + breaking the ice	
Topic 2	Public speaking skills and making an impact	
Topic 3	Preparing a presentation	
Topic 4	Body language + voice control	
Topic 5	Opening + Closing + Evaluation	
Lesson 8	Artificial Intelligence in Training	5
Topic 1	Introduction to Artificial Intelligence and its impact on training	
Topic 2	Creating interactive training content + tailoring it to the audience	
Topic 3	Delivering interactive AI-powered training	
Topic 4	Performance evaluation and impact measurement + challenges	
Topic 5	Practical tools + strategies + final evaluation	
Total hours		40

OAB Authority Director

IOA Regional Director

Package Organiser



SkillDrive for training and consulting



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