

Train the Trainer Course Details

Department: Supervisors and Managers

Presented by Magna Skills Development Institute

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CORPORATE TRAINING
Agency

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Course Summary

Employee training and employee development are about the same thing, although there's a slight difference between the terms. Employee training is a program that helps staff receive specific knowledge or skills to enhance performance in their current job positions. Employee development is a broader concept. It is focused more on employee growth and addresses a future role, rather than a current one.

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of their job, you'll want to be prepared for the training that you do. This workshop will give all types of training tools to help create and deliver engaging, compelling workshops that will encourage trainees to come back for more.

Course Objectives

Research has consistently demonstrated that when clear goals are associated with learning that the learning occurs more easily and rapidly.

By the end of this workshop, participants will be able to:

- Define training, facilitating, and presenting
- Understand how to identify participants' training needs
- Create a lesson plan that incorporates the range of learning preferences
- Create an active, engaging learning environment
- Develop visual aids and supporting materials
- Manage difficult participants and tough topics

Course Outline

Module One: Getting Started

- Workshop Objectives
- Pre-Assignment Review

Module Two: Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations

- Case Study
- Module Two: Review Questions

Module Three: Gathering Materials

- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps
- Case Study
- Module Three: Review Questions

Module Four: Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- Case Study
- Module Four: Review Questions

Module Five: Choosing Activities

- Types of Activities
- Preparing for Emergencies
- What to Do When Activities Go Wrong
- Case Study
- Module Five: Review Questions

Module Six: Preparing for the Workshop

- Creating a Materials List
- Gathering Participant Information
- Setting Up the Physical Location
- Case Study
- Module Six: Review Questions

Module Seven: Getting Off on the Right Foot

- Greeting Participants

- Being Prepared
- Using Icebreakers and Energizers
- Case Study
- Module Seven: Review Questions

Module Eight: Delivery Tips and Tricks

- Using Visual Aids
- Creating Supporting Materials
- Break!
- Case Study
- Module Eight: Review Questions

Module Nine: Keeping it Interactive

- Encouraging Discussion
- Using Group Work
- The Power of Sticky Notes
- Case Study
- Module Nine: Review Questions

Module Ten: Dealing With Difficult Participants

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions
- Case Study
- Module Ten: Review Questions

Module Eleven: Tackling Tough Topics

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing With Sensitive Issues in the Workshop
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise



Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.