



Vantage Africa

School of Leadership



Training of Trainers Course

For more information or to enroll contact;

Tel: +254 725 303 645

Email: info@vantageafricaleaders.com

Location: C603, 6th Floor Astrol Business
Center Thika Road Nairobi

**Week 1**

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 1	Introduction to Training	<ul style="list-style-type: none"> ☑ Explain clearly what training means ☑ Appreciate the importance of learning how to train ☑ Explain the differences between training and teaching
Day 2	Training Needs Analysis	<ul style="list-style-type: none"> ☑ Appreciate the need for training needs analysis before carrying out a training ☑ Explain the steps required for an effective training needs analysis
Day 3	The Future of Training	<ul style="list-style-type: none"> ☑ How is training evolving, and how will you fit into the new dispensation ☑ Technology in training

Online Self-Assessment Quiz 1**Week 2**

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 4	Emotional Intelligence	<ul style="list-style-type: none"> ☑ What is Emotional Intelligence ☑ Abilities Of Emotional Intelligence ☑ Improving Your Emotional Intelligence ☑ Job Performance And Emotional Intelligence
Day 5	Powerful Communication	<ul style="list-style-type: none"> ☑ Introduction to communication ☑ Elements of Communication ☑ Factors to consider when communicating ☑ Communication and talking ☑ The role of effective listening in communication ☑ Overcoming barriers to effective communication
Day 6	Designing a Powerful Training	<ul style="list-style-type: none"> ☑ Design effective training programs ☑ Carry out planning and budgeting for training program ☑ Develop a training plan: <ul style="list-style-type: none"> – Defining learning SMART objectives – Outlining the training contents

Online Self-Assessment Quiz 2

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Week 3

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 7	Effective Use of Training Aids	<ul style="list-style-type: none">✔ Understand clearly what learning aids are✔ Select and use the right learning aids for different training programs
Day 8	Understanding Learning Styles of Learners	<ul style="list-style-type: none">✔ Understand the main learning styles of learners✔ Learn to use a combination of these styles to improve learning effectiveness✔ Understand and use effective ways of increasing understanding and retention
Day 9	Approaches to Training	<ul style="list-style-type: none">✔ Understand the different training approaches available to them✔ Learn how to pick the most effective for their training programs

Online Self-Assessment Quiz 3

Week 4

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 10	How to effectively Train Adults	<ul style="list-style-type: none">✔ Develop basic understanding on adult learning principles and how these can be applied while training adult learners✔ Learn about participatory training approaches that are appropriate for adult learners
Day 11	Managing Difficult Learners	<ul style="list-style-type: none">✔ Pick out difficult learners during a training session✔ Respond appropriately to disruptive behaviors to maximize learning
Day 12	Training Evaluation	<ul style="list-style-type: none">✔ Understand the meaning and importance of training evaluation✔ Appreciate the different types and levels of evaluation✔ Conduct an effective training evaluation

Online Self-Assessment Quiz 4

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