

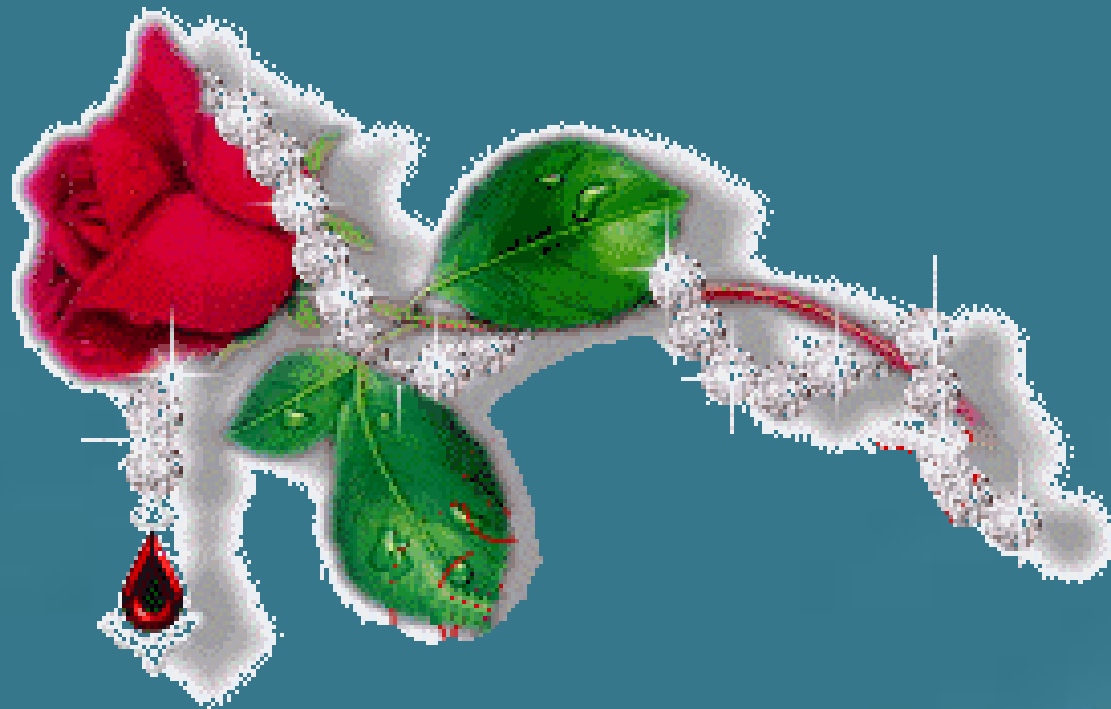


بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ





**Good afternoon**



**WELCOME**

# تدريب المدربين



محور



الجامعة الدولية الالكترونية  
International Electronic University  
[www.ieuedu.org](http://www.ieuedu.org)

١٨ حتى ٢٢ يونيو ٢٠١٦

مركز البحوث والدراسات الإلكترونية

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بمناسبة عيد الشكر

مركز البحوث والدراسات الإلكترونية

# Training Of Trainers TOT





# Unit (1)

## Concepts of Training

**Presenter: Master trainer/Abdulkadir Sheikh Ismail**  
**self- development and administrative**  
**development coach**

04/01/2018

# Before we begin

## Acquaintance

- In two minutes is required of every trainee follows Ltd.
- The name.....
- the University.....
- Specialization.....
- the year.....
- current work
- Address.....
- Hobbies.....
- Why did you choose this course



# Coach in brief

- **PhD candidate in Business Administration' University of the Holy Quran and Islamic Sciences' Sudan – Khartoum.**
- **MBA, in Business Administration' Human Resource Management specialty, Sudan International University**
- **High Diploma in Diplomatic Studies, National Center for Diplomatic Studies – ministry of Foreign affairs State, Sudan**
- **Bachelor of Public Administration, University of the Holy Quran and Islamic Sciences' Sudan.**
- **Diploma in united Nations Studies, International Academy for the training of science and advanced management Sudan – Khartoum.**
- **He holds a diploma of diplomatic studies and international relations, University of Khartoum**
- **certified instructor from the Canadian Academy for Training and Development Canada CATD**
- **A certified instructor from the International Academy for Human Resources Development Canada LAHRD**
- **A certified instructor from the Arab Board for Human Development**
- **A certified instructor from top quality Center for Training and Human Resources Development**
- **A certified instructor from the University of Khartoum**
- **Kaizen consultant in quality Japanese - Thuraya Center for Training and Human Development**
- **Neuro Linguistic Programming Assistant - Top quality Center for Training and Human Resources Development**
- **a professional coach and certified instructors of the thuraya Center for Training and Human Development.**
- **A certified training consultant from Kingston College of Graduate Studies and Business Management - London**
- **Personal Analysis Specialist**
- **Specialist in the preparation of training bags**
- **He holds a certificate of international creative teacher, Canadian International Board**
- **He holds more than 40 certificate in Human-development and management, leadership, planning and NLP**
- **In the field of training : self- development and administrative development coach**





# Expectation

Unleash your mind

We are waiting  
for your ideas



# Agreement for quality control



**The smile and the effective participation**

# Learning Objectives





# Programme outline:

1. The concept of training.
2. Basic skills for effective training, self-control.
3. What Makes a Good Trainer
4. Your Facilitation Skills
5. Developing your training style

Training is a Process not an event



# The concept of the training

Training :

Training is teaching, or developing in oneself or others, any skills and knowledge that relate to specific useful competencies.

# Conceptual framework of training and its components

- **Meaning of training**

It is a **learning process** that involves the acquisition of knowledge, sharpening of skills, concepts, change in attitude, behavior and functional capacity of an **individual** and **institution** towards the achievement of institutional goal.

# Why training

- Training helps in **optimizing** the **utilization** of human resources that further helps the employee to **achieve** the organizational as well as individual **goal**.
- It helps in **increasing** the **productivity** of the employees that helps the organization further to achieve the long term goal.



## Cont...

- It improves the **quality of work** and **work-life**. It improves the **morale** and **confidence** of employees.
- It develops and improves the **organizational health, culture** and **effectiveness**. It also creates the **learning culture** in the organization.

**Training**

```
graph TD; Training([Training]) --> Knowledge([Knowledge]); Training --> Competencies([Competencies]); Training --> Skills([Skills]);
```

**Knowledge**

**Competencies**

**Skills**



What makes a good trainer !!

2 minutes

# What Makes a Good Trainer



- Assessing your delivery skills
- Characteristics of an effective training Program
- Elements of a successful training program

If I had six hours to chop down a tree, I'd spend the first four hours sharpening the axe.

- **Abraham Lincoln**



# Assessing your delivery skills

## Polishing your delivery skills

Whether delivering a presentation at an academic conference or giving a lecture, polished delivery skills can mean the difference between an effective presentation/lecture and an ineffective one.

## Involving the audience

- Eye contact is the key to a successful delivery since it helps you to make a connection with your audience.
- Another way of involving the audience is by using question strategies.
- You can also use examples, or stories relevant to both your topic and your audience. Direct questions (brainstorming) and other activities (discussion groups, role-plays) are also good ways to involve your audience and maintain their attention.

# Assessing your delivery skills

## Showing enthusiasm

- You need to look and sound enthused in order to enthuse your audience.
- enthusiasm by varying your facial expressions. Allow your expression to match your content and smile occasionally.
- Movements and gestures add variety and interest to your presentation, and help to express your energy and enthusiasm.
- Vary the speed and pitch of your voice to keep your audience awake and attentive.
- Never overlook yourself as your best visual aid and as the best source of motivation for your audience.

# Characteristics of an effective training Program

- **Start with a training needs assessment:**

This is a systematic process to determine *who* needs to be trained (i.e., who needs improved KSAs), *what* they need training on (i.e., what tasks need to be improved), and *how* the training process will be supported and aligned with strategic objectives.

- **Identify and communicate purpose, objectives, and outcome:** These are identified based on the results of the training needs assessment and must be communicated to trainees in a clear and easy-to-understand way.
- **Relevant content:** To be effective, training must include content that is directly linked to trainee job experiences. This makes intuitive sense, but when ignored it can reduce the impact of training on performance to zero.



# Elements of a successful training program

- Perform a training need assessment
- Keep Adult learning Principles in mind.
- Develop a learning objectives
- Design training materials
- Implement the training
- Evaluate the training
- Repeat the training when necessary

# Your Facilitation Skills

- The art of facilitation
- Developing your training style
- Planning and preparing your training sessions
- Focusing your energy on the training sessions.
- Overcoming nervousness

# The art of facilitation

## **Some Basic Premises of Facilitation:**

1. The facilitator leads discussion but does not dominate.
2. The facilitator is knowledgeable enough about a topic to be able to provide guiding questions.
3. The facilitator is not an answer provider, but rather a tour guide.
4. The facilitator promotes the concept of “safe space”.

# Facilitation requires an understanding of the following:

- **Community** – what are the guiding norms of the community with whom you are facilitating a discussion? .
- **Observation** – The facilitator becomes a guide on the journey with the group.
- **Flexibility** – Facilitators must be ready for non-linear discussion.
- **Imagination** – Facilitators permit participants to use their imagination to brainstorm.
- **Patience** – one of the most frustrating parts of facilitating a conversation, particularly when you are knowledgeable about a topic, is that you have to be patient and understand that it may take others longer to arrive at a conclusion.

# Facilitation requires an understanding of the following:

- **Balance** – Effective facilitation balances the challenging and supporting of others. The voices of the individual and organization are heard and respected. Some other balances you may recognize: community vs. chapter; detail orientation vs. imagination.
- **Affirmation** – Good facilitators affirm individuals and recognize the ideas of others.
- **Silence** – Arguably the hardest thing for a facilitator is to permit silence.
- **Challenge** – Facilitation, very literally, means “making things easier”, however, facilitators must challenge their participants to think differently and explore other options.


# Developing your training style

The most successful trainers will be those who are flexible, that is, they can adapt their training style to meet learners' needs.

Trainers must be learner-focused. They must view themselves as facilitators of learning and guides to the learners.

Any  
Question??





**Thank you for attending and  
participating and I hope you Great  
success in the future of your days,  
God willing**

**Professional Coach/ Abdulkadir  
Sheikh Ismail**

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Kulan danbe oo xiisa leh

