

- Using internet for a rich learning experience
- Training evaluation
(course evaluation and impact evaluation)
- Evaluating self and program of action for improvements-combining with the long term plan

METHODOLOGY

- lectures
- group discussions
- role plays
- games
- simulations
- individual exercises
- session reviews

COST PER HEAD

Rs. 18,000 per person. Group discounts (5%) are available for those institutions that send more than 5 participants.

OTHER DETAILS

It is a non-residential course. It will be held in two phases of two day each with an interval of at least two weeks.

HOW TO APPLY

Use the application form available at the end of the prospectus and fax +94(0)112552474 or email it to keerthi@dclsrilanka.org

Application form could be downloaded from the DLC website www.dclsrilanka.org

Enquiries and Clarifications

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Develop
your Training
Skills



Offered by Distance Learning Centre

Training of Trainers



*using MS Project 2013

SLIDA

RATIONALE

Many trainers conduct training programs without knowing the differences of education and training and differences of learning styles of children and adults. They also design training programs without a proper training need analysis. Sometimes training solutions are given to problems which require other management interventions. They have less training methods at their disposal and sometimes use inappropriate methods in conducting training.

They are unaware of the necessity of having a session plan and link all session plans to achieve the final objectives. They also fail in articulating training objectives and therefore fail to convince their clients about the training programs and also unable to evaluate the programs at the end.

Though they conduct training they have never viewed how they had performed in such a session. As a result the drawbacks visible for the trainees are not known to them. This TOT program is aimed at addressing these gaps.

DURATION

Only 10 days

CLASS SIZE

Maximum 25 participants

DATES

Dates will be announced when adequate number of participants has been registered for the program.

ENTER NOW!

TARGET GROUP

Trainers or those who aspire to become trainers

OBJECTIVE

At the end of the training program participants will be able to

- Identify the differences between education and training/ training and learning/ adults and children in learning
- List the factors that affects individual performance and describe how to assess the degree to which the competency gap is responsible for that performance
- Carry out a training need analysis
- Design training objectives based on such an analysis
- Design a curricula
- Design a session plan
- Describe different training methods and list the advantages and disadvantages of each
- Conduct a training session
- List the deficiencies they have in conducting a training session
- Design a Power-point presentation for a session
- Carryout a training evaluation for a given training program

CONTENTS

- Ice breaking and knowing each other
- Education and training
- Pedagogy and andragogy
- Unlearning and learning
- Why training?
- Alternatives to training
- Training cycle
- Training need analysis
- Setting training objectives
- Training methods
- Functions and roles of a trainer
- Characteristics of a trainer
- Learning ladder
- Formulating a training program and preparation of a session plan
- Organizing logistics (layouts, equipments and other)
- Conducting training (introducing lecturer and subject, establishing the link among sessions, facilitating discussion, recapping, activities to connect with the theme)
- Training delivery
- Communication
- Knowing the audience
- Designing a communication
 - Purpose
 - Attention (capturing attention)
 - Content (information for decisions)
 - Final drive (motivate for action)
- Delivering
- Use of training equipment
- Presentation skill development-getting a long term plan drawn
- Listening and counseling