

Train The Trainer

S.No.	Topics	Content
1.	Principles of Learning	<ul style="list-style-type: none"> a. What is Learning and how do we learn? b. Factors affecting learning and the learning process c. Defining a successful training program d. What makes a successful trainer? e. The Learning process? f. Principles of Adult Learning
2.	Planning Training	<ul style="list-style-type: none"> a. Producing a structured lesson plan b. Applying the learning cycle c. The Training process d. Extroverts and Introverts e. Evaluation of the lesson
3.	Instructional Methods	<ul style="list-style-type: none"> a. Core Instructional Methods b. Supporting Instructional Methods c. Using the appropriate method d. Designing a learning sequence e. Use of activities and games f. Designing and using Learning tasks
4.	Training and Learning Resources	<ul style="list-style-type: none"> a. How to TLRs contribute to the training? b. Using TLRs c. Use of exclusive TLR d. Preparation of facilitation and training aids
5.	A Trainer's Credibility	<ul style="list-style-type: none"> a. Setting the Climate b. Presentation Skills c. Dealing with difficult trainees d. Training Presentations e. Building Relationship and Trust
6.	Assessing Learner's performance	<ul style="list-style-type: none"> a. The criteria for good assessment b. Key terms used in the language of assessments c. Planning a scheme of assessments

		d. General principle in test construction e. Types of assessment items f. Preparing a marking scheme for assessment
7.	Evaluating training and learning	a. What aspects of the training are to be evaluated? b. Types of evaluation c. Collecting data for evaluation d. Responding to significant feedback from evaluation

