

THE ART OF TEACHING ADULTS



Training of the Trainers (TOT)

Keeping the information fresh and reinforcing new learning is a constant challenge to trainers teaching adults. Trainers persistently ask themselves questions like: how can I assess the level of knowledge and the learning style of my trainees? How can I determine the learning needs of my audience? How can I improve my classroom charisma? Who are the difficult participants and how can I handle them? Should I design my own material?

Eligibility

To apply for this course, you need to have

- Level 3 or 4 equivalent to (Bachelor's Degree)
- Teaching experience is not required
- Significant to teaching Adults
- Competence in English

Course Features

- Accredited training provider
- Trendy topics
- Deliver 20 min. presentation
- Online learning portal
- Free verification service
- Flexible study plans
- Resources and handouts
- Topics covering the most relevant presentation skills

Assessment

Assessment of this course evaluates your understanding of the main TOT concepts. Practical-based and hands-on assessment.

The Diploma is achieved by the satisfactory completion of a quiz, a presentation and a final project.

A 70-HOUR TRAINING PROGRAMME



Notting Hill College

**DESIGN, DELIVER AND
ASSESS EFFECTIVE
TRAINING PROGRAMMES**

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Structure and Duration

NHC TOT course focuses on 2 main training areas; planning and delivering. The course greatly emphasises on presentation skills, classroom management, material development and assessment needs. The topics have been carefully selected to develop the knowledge and understanding of the adult learning process (Andragogy). The course is designed to offer a great deal of flexibility and you should complete it within an eight week period.

Coursework

Module 1: Planning

- Needs assessment
- Planning training sessions
- Material development
- Characteristics of the perfect trainer
- Features of adult learners and learning
- Identifying presentation methods and techniques

Module 2: Delivering

- Delivering training
- Handling tough participants
- Setting smart objectives
- Assessing learning outcomes
- Evaluating attendees performance
- Adapting high tech, low tech and no tech visuals

Why Training of the Trainers (TOT)

Employees who need to learn how to overcome challenges that keep them from developing and coaching their teams. The target audience should be those who need to raise their level of understanding and usage of training, and to be introduced to the most effective and engaging training methods.

This course is good for:

- Educators, teacher trainers, supervisors, teachers and educational leaders.
- Trainer-to-be, Training Specialists, Executive Management, and Quality Personnel.

**DESIGNED FOR CANDIDATES WHO WISH TO
SHARPEN THEIR SKILLS AND LEARN NEW AND
INNOVATIVE TECHNIQUES IN TRAINING**

Learning Outcomes

By the end of this course learners will be able to:

- Explain how adults differ from children!
- Identify the characteristics of the exceptional trainer!
- Understand different behavioral and learning styles!
- Identify the importance of TNA!
- Develop strategies for handling disruptive participants!
- Point out the highlight and pitfalls of various visual aids!
- Present & deliver a clear, concise & engaging session!
- Provide tactics for handling unplanned situations!
- Demonstrate successful understanding of key presentation concepts!
- Prepare participants to analyze their audience and tailor their material & program delivery to suit them!
- Show the ways how to evaluate and assess the audience and how to keep them learning after you've stopped teaching them!

