
Table of Contents: Certified Train the Trainer (TTT) Program

Duration: 32 Hours (4 Sessions)

OUTLINES

Module 1: Introduction to Training (2 Hours)

Topics Covered:

- Role & responsibilities of a trainer
- Qualities of an effective trainer
- Teaching vs Training vs Coaching

Practical Activity:

Self-Reflection Exercise

Participants list qualities they currently have vs. need to develop.

Role Play: Trainer vs Teacher vs Coach scenarios

Module 2: Adult Learning Principles (3 Hours)

Topics Covered:

- Andragogy, Kolb's Learning Theory
- Learning styles (VAK)
- Motivation & engagement

Practical Activity:

Learning Style Assessment Quiz

Group Activity: Design a short session using all 3 learning styles

Module 3 (Part 1): Designing Effective Training (3 Hours)

Topics Covered:

- Training Needs Analysis (TNA)
- SMART objectives

Practical Activity:

Case Study: Identify training needs from a business scenario

Exercise: Write SMART objectives for a given topic



Day 2 (8 Hours)

Module 3 (Part 2): Designing Effective Training (3 Hours)

Topics Covered:

- Lesson planning
- Training material creation

Practical Activity:

Workshop: Create a mini lesson plan

Task: Design 3 slides or training material

Module 4: Training Delivery Techniques (5 Hours)

Topics Covered:

- Communication skills
- Presentation techniques
- Group dynamics

Practical Activity:

Presentation Practice: Each participant delivers a 5-min session

Feedback Round: Peer + trainer feedback
Body Language Exercise: Record & review



Day 3 (8 Hours)

Module 5: Utilizing Training Aids & Technology (3 Hours)

Topics Covered:

- Visual aids (PPT, flipcharts)
- Multimedia tools
- Virtual training tools

Practical Activity:

Hands-on Task: Create a PPT with visuals

Demo: Conduct a 5-min virtual session

Module 6: Managing Questions & Feedback (3 Hours)

Topics Covered:

- Handling questions
- Giving & receiving feedback
- Feedback environment

Practical Activity:

Hot Seat Activity: Handle difficult questions

Role Play: Giving constructive feedback

Module 7 (Part 1): Evaluating Training Effectiveness (2 Hours)

Topics Covered:

- Evaluation methods
- Surveys & tests

Practical Activity:

Create a Feedback Form

Design a short quiz for training evaluation



Day 4 (8 Hours)

Module 7 (Part 2): Evaluating Training Effectiveness (2 Hours)

Topics Covered:

- Kirkpatrick Model
- Using feedback

Practical Activity:

Case Study: Evaluate a training program using Kirkpatrick Model

Module 8: Personal Training Style Development (3 Hours)

Topics Covered:

- Identifying personal style
- Building rapport
- Self-improvement

Practical Activity:

Self-Assessment: Identify training style
Peer Feedback Circle

Final Activity: Capstone + Assessment (3 Hours)

Final Practical:

Each participant delivers a **10–15 minute training session** covering:

- Objective setting
- Delivery
- Engagement
- Feedback handling

Evaluation:

- Peer review
- Trainer evaluation
- Self-reflection

Summary

- Total Duration: **32 Hours (4 Days)**
 - Highly **practical & interactive**
 - Covers **design → delivery → evaluation → personal growth**
-
- 