

Train The **TRAINER**

3rd - 5th August 2017 | Marriott Hotel Karachi



Course Facilitator

DANANJAYA J. HETTIARACHCHI

MBA (Aus), MSC in HRD (UK), ACIM, Dip in MA (CIMA-UK), Bachelor in Business (Mgt & Mkt - Aus)

**PEAK PERFORMANCE COACH : HRD SPECIALIST
WORLD CHAMPION OF PUBLIC SPEAKING 2014**

MODULES COVERED

- Content Development and Structuring (in line with Adult Learning Principles)
- Training Delivery and Audience Engagement techniques
- Types of training, Learning Interventions and Mastering key strategies
- Advanced Training Design and Delivery Techniques
- Building Rapport and Handling your Audience

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PROGRAMME FOCUS

Participants will work through five core learning modules. Each module explores a specific dimension of structuring and delivering adult learning interventions. The focus of the programme will be to assist participants to use the learning content in each module to develop their own adult learning intervention.

Throughout the programme participants will take part in short assessments that will allow the learning facilitator to provide individualized feedback and coaching to each participant.

TRAINING METHODOLOGY

The programme will look to build varying levels of competencies amongst its participants through its design which, facilitates rapid cognition and intuitive learning. The delivery of the programme relies heavily on experiential learning and looks to create a learning experience that validates and exemplifies the identified objectives. In order to assist participants to internalize the content, the learning facilitator will use multiple self-directed learning exercises which are embedded into the programme design.

Role Plays

Interactive
Work Book

Visual Facilitation

Group Activities

Self- Realization
Exercises

PROGRAMME MODULES **Five Easy to Learn Modules on Creating a Dynamic Training Programme**

MODULE 1 **Content Development and Structuring** (in line with Adult Learning techniques)

This module will help participants internalize essential training principles and techniques to ensure that the training content, which is to be developed, will be focused on ensuring maximum knowledge transfer to the trainees.

Participants will learn the essential methodology of conducting a Training Needs Analysis, through which they will distinguish key skill gaps and draw conclusions about the participants' learning needs. The module will explore methodologies and techniques in optimizing content structuring. The techniques and strategies will allow participants to select and develop content in line with Adult learning principles.

PARTICIPANTS WILL BE ABLE TO

1. Identify the key skill gaps and training needs through a Training Needs= Analysis
2. Internalize high value Adult Learning Principles to act as a foundation for the content generation
3. Develop impactful content that engages participants and prompts audience interaction.
4. Structure content to ensure maximum knowledge transfer

LEARNING AREAS

- Training Needs Analysis
- Basic Adult Learning Principles
- Content Development
- Content Structuring
- Message Wrapping
- Content Positioning
- Developing Statements of Authority

MODULE 2 **Training delivery and Audience Engagement techniques**

The module explores creative and standard strategies in content delivery. The techniques covered in this module will assist participants to produce high audience engagement and interest.

PARTICIPANTS WILL BE ABLE TO

1. Articulate presentation material in a concise and engaging manner while maintaining their substance.
2. Engage the audience through dynamic Vocal Variety, Body Language and planned Stage usage
3. Effectively execute Adult Learning tools to maintain audience interest, consistent attention and knowledge transfer
4. Use the proven techniques of story telling to assert practical implications of applying the lessons from the training.
5. Use Visual, Auditory, Kinesthetic delivery strategies to enhance the impact of story telling

LEARNING AREAS

- Effective Vocal Variety
- Body Language and stage usage
- Effective use of storytelling
- The VAKS concepts and Strategies
- Stage Craft

MODULE 3 Types of Training-and-Learning-Interventions, and mastering key strategies

Participants will learn the science behind creating multiple types of training and learning interventions. The objective of this learning module will be to introduce specific strategies which are used in each type of learning intervention. Participants will learn the best learning intervention under a given set of requirements along with Intervention specific strategies that would allow for maximum knowledge transfer.

PARTICIPANTS WILL BE ABLE TO

1. Classify different learning interventions and understand intervention specific content development strategies.
2. Plan essential content, drawing conclusions from the TNA, to suit the type of training intervention
3. Employ the most effective content development and delivery strategies according to the type of training intervention.

LEARNING AREAS

- Speeches & Presentations
- Short Training Interventions
- Full Day Training Interventions
- Work Shops
- Facilitation Sessions

MODULE 4 Advanced Training Design and Delivery Techniques

This module will explore leading tools and techniques used by professional trainers to increase learning engagement and knowledge transfer. Demonstrations of different tools such as Ice Breakers, Brain Storming, Games and Case Studies will ensure that the participants will have experience in implementing each tool during a training session.

PARTICIPANTS WILL BE ABLE TO

1. Use the TNA to assign appropriate Adult Learning tools and techniques to the training content
2. Develop and Conduct Brainstorming sessions, Ice Breakers, Games, and Case Studies in line with specific learning interventions
3. Effectively utilize Power Point to emphasize on key points.
4. Engage the audience in through the use of effective learning games

LEARNING AREAS

- Brainstorming
- Ice Breakers
- Game Design and execution
- Interactive Power Point
- Developing a Case Study
- Facilitation Techniques

MODULE 5 Interacting, Building Rapport and Handling your audience

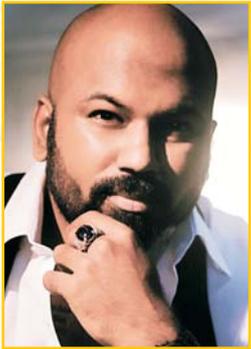
The final module is focused on building relationships and audience management. The participants will learn the process of internalizing techniques that would result in managing audience members before, during and after the learning intervention

PARTICIPANTS WILL BE ABLE TO

1. Handle Q&A encounters during the training session
2. Build Rapport with the audience and put the audience at ease
3. Create an interactive environment in the training session
4. Handle and Manage difficult audience members
5. Conflict mitigating strategies

LEARNING AREAS

- Handling a Q&A
- Handling aggressive audience members
- Handling Interruptions
- Building Rapport
- Callbacks



Course Director

Dananjaya J Hettiarachchi

MBA (Aus), MSC in HRD (UK), ACIM, Dip in MA (CIMA-UK), Bachelor in Business (Mgt & Mkt - Aus)

- Peak Performance Coach : HRD Specialist
- World Champion of Public Speaking 2014

Acclaimed as the #1 speaker in the world by Toastmasters International, Dananjaya is currently the national and South-Asian regional champion in competitive public speaking. He is an HRD specialist specializing in Sales, CRM and Performance Prediction. Currently he works exclusively with a selected group of tier one organizations (which includes Virtusa, Airtel, HSBC, HNB and Aviva NDB) handling high-impact training and development programmes for executive grade staff members.

TESTIMONIAL

"Dananjaya and his style of delivery enhance the overall impact of the training. He manages to cover the objectives set out while ensuring participants had plenty of opportunity to practice the new learning through a lot of role play activities. Dananjaya particularly manages to connect with the participants through his personal life experiences."

Ayana Abeywickrama - Head Customer Relationship Management: National Development Bank PLC

"His teachings would help us for a life time"

Manzoor Ahmed Khan - Sales Manager Adamjee Insurance (Pakistan)

"Mr. Dananjaya has excellent knowledge and command in his field"

Zubair Hussain Siddiqui - Regional Sales manager - Credit Card Sales Bank Alfalah Ltd. (Pakistan)

"Dananjaya deserves a very high rating for the programs he conducts. More than anything he has induced a complete mindset change in my team. Application of what they have learnt is quite visible."

Mihiri Seneviratne - Head - Underwriting & Claims (Non Motor) - AIA Insurance Lanka PLC

"A rare breed of modern day trainers. Always so informative & practical in his content. Should appreciate the approach to all audiences in his trainings. I would highly recommend Dananjaya's training for any organization"

Srikanth Rabel - Manager Life Insurance at Union Assurance PLC

REGISTRATION DETAILS

Regular Tuition Fee: Rs. 125,000 per participant

Group Discount: **10% Discount** on 3 or more nominations from the same organization

Includes courseware, TerraBiz & Interfima Certificate, lunch, refreshments and business networking.

Terrabiz Cancellation Policy: For cancellations made in the 7 working days to the workshop, no refunds will be given. Cancellations must be confirmed by email. Substitutions may be made at any time.

For registration(s), send us your
Name, Designation, Organization, Mobile, E-Mail and Postal Address to register@terrabilzgroup.com

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