



# Train the Trainers

Training Program

# Instructor's Manual



## **Innovative Matrix Softech Pvt. Ltd.**

A-401, Satellite Township, Opp Sherwood Public School, Pipeline Road, Pet  
Basheerabad, Jeedimetla (V), Hyderabad – 500 055, India

Email : [mail@isohelpline.com](mailto:mail@isohelpline.com)

Web: [www.InnovativeMatrix.in](http://www.InnovativeMatrix.in) ; [www.isohelpline.com](http://www.isohelpline.com)

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### *Purpose and Objective of this workshop*

The purpose and objective of this training program is to provide basic training skills to “non-trainers” who train on an occasional basis as part of their work assignment in an organization.

At the end of the workshop the participant (learner) is expected to be able to:

- Develop a training program to meet organizational need
- Conduct the training as per program developed by them



This program can be used for professional trainers also but in that case you need to increase the timing to 4 days and use lot of additional exercises to practice various aspects of trainers’ personality.

In this session we are limited personality development to few important aspects.

All the best.

*Training duration and schedule*

The training program (workshop) is designed to be completed in 3 days with 6 to 8 participants.

**Training Schedule**

Day	Description	Estimated Time
Day-1	Presentation by Instructor	6 Hours
Day 1 Evening Home work	Prepare Training Program Module for next day presentation.	3-6 Hours
Day-2	Presentation by all six participants	4 hours (minimum half hour each)
	Discussion on Presentations by Participants	2 Hours
Day 2 Evening Home work	Updating Training Program Module for next day presentation.	3-6 Hours
Day-3	Question & Answer; Problem Solving, Review of Training lessons designed by participants	1 Hour
	Theoretical Exam	1 Hour
	Practical Exam (Training Presentation)	4 hours (minimum half hour each)

## *Delivery Alternatives*

### **Subject specific programs:**

Sometimes it is good to conduct subject specific train the trainer programs such as “Train the Trainer for 5S” or “Train the Trainer for ISO 9000” etc.

When you are planning subject specific train the trainer programs add additional days depending upon the subject.

Give subtopics of the main topic to each participant in advance to make his own presentation and preparations.

### **Split Program:**

This program is primarily designed for 3 day program though it can be split into two or three sessions

#### **Two Session program:**

If you plan to conduct the program in two sessions, you can plan second session of two days after a gap of one week, giving participants sufficient time to make their presentations and prepare.

1<sup>st</sup> Session: one Day:

Presentation by Instructor

2<sup>nd</sup> Session: Two Days

Day one: Practice Sessions

Day two: Exam Session

#### **Three Session program:**

If you plan to conduct the program in three sessions, you can plan all three sessions of one day each as given above.

## Increasing Number of participants:

As this program is primarily designed for “non-trainers” who train on an occasional basis as part of their work assignment in an organization, it is designed for a group of six to eight people training over three day period.

The contents of the program are suitable even for those whose primary job is training. You can extend this program for 16 to 18 participants in four or five day training.

Additional days will provide sufficient time to instructor to provide support during practice sessions

If it is possible two instructors will always be preferred to deliver train the trainer programs. This provides participants different views of presentations.



*Take Care*

Determining a delivery method does not depend purely on customer need as some believe.

The most important thing while deciding delivery method is objective of the training program.

When you change any aspect of this training program apply all the lessons given in this “train the trainers” program to redesign, review, verify and validate,

Do not succumb to customer pressure of limited time or resources, there is no use conducting a training just for the sake of it, result is more important.

### *Arrangements Required*

You will need following equipments and tools for training:

1. PowerPoint provided with this kit
2. Laptop or desktop computer or any other instrument to run PowerPoint
3. Projector
4. Projector screen or white wall
5. White Board
6. White Board marker pens (make sure they are not permanent marker pens) in atleast three colors: black, green, red.
7. Optional: A2 or A1 paper sheet holder.
8. Sufficient quantity of A2 or A1 paper sheets (minimum 10)
9. Fine marker pens for paper sheet in atleast three colors: black, green, red.
10. A training room with sufficient seating arrangement as per your plan. You can organize class as student teacher on in groups of 3 to 4 participants seating together.



Please feel free to add or remove the items in required arrangements.

This depends upon how exactly you are planning it.

If you are planning two trainer session with more than 16 participants, you may need two separate training rooms for practice sessions.

## *Training Material*

Following material should be provided to participants:

1. A “handouts” printout of PowerPoint presentation with three slides on left side leaving free space right side for participants to write notes and queries.
2. Writing pad
3. Pen, pencil, rubber and sharpener set.



To save the cost and be environmental friendly, you can print “handouts” with six or eight slides per page on both sides of sheet.

Participants may write notes on separate writing pad.



### *Guidance for instructors*

Instructors should make following preparation:

1. Read these instructions carefully
2. Read PowerPoint slides and familiarize with slides.
3. Practice speech and set training schedule as per your timing
4. Feel comfortable at place of training
5. Visit the place of training before actual training.
6. Accustom yourself with arrangements
7. If possible test all equipment and facilities
8. Check lighting arrangements / sound system etc.
9. Don't leave it on others.
10. Feel free to make minor changes such as innovative “ice breaking” session.
11. Have your own anecdotes ready. Include them trainer notes so that you remember to use them at proper time.
12. Give three hours in your own preparation of course material for every hour of training. It seems like a lot, but it's worth it in the end.
13. To make training more interesting for participants know the salient points well enough to be able to express them with your own unique style, you will be more confident.
14. If you are presenting the program with a co-trainer, give sufficient time to make joint preparation.
15. Divide modules with your co-trainer at least one week in advance. This way both of you will have sufficient time to make individual preparations.
16. Don't apologize for your nervousness or mistakes; just keep moving through the material. Apologizing can call the audience's attention to something they didn't even notice.
17. If you don't know answer to a query, don't lie. Be honest.



Make sure to discuss each others' preferences for how to support one another in the classroom. For instance, some trainers don't mind their co-trainer interjecting an example or story here and there, or responding to participants' questions even when it isn't their turn to teach, while others feel offended by such behavior. There is no right or wrong preference; the key is to discuss them in the preparation phase, not in front of the class!



*Take Care*

As hard as it may be, withhold all constructive criticism or corrections you may have for your co-trainer until after the training is over and you have a chance to debrief in private. Never undermine your co-trainer's credibility in front of the class, unless what they have said is offensive or wildly erroneous. Even in such situations, try to reframe what your co-trainer has said in a positive and clarifying manner.



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