

TRAIN OF TRAINERS (TOT)



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TRAINING CENTER



Introduction

Subject expertise alone does not make someone a trainer. Effective trainers design learning that sticks, deliver it with confidence, and measure whether behaviour actually changed. This Train of Trainers (TOT) Training Course builds that capability from the ground up. Furthermore, it covers adult learning theory, training needs analysis, session design, presentation and facilitation skills, and evaluation methods used in professional learning functions. Participants also learn to handle difficult learners, manage group dynamics, and use questioning and activities that keep people engaged. As a result, they leave able to design and deliver training that produces measurable results.

Train of Trainers (TOT) Course Objectives

- Apply adult learning principles from Knowles' andragogy model.
- Conduct training needs analysis using competency gaps and TNA models.
- Write learning objectives aligned to Bloom's Taxonomy levels.
- Design session plans with the ADDIE model and the 4MAT cycle.
- Structure content using the Kolb experiential learning cycle.
- Deliver presentations with confident voice, pace, and body language.
- Facilitate group activities, discussions, and role-plays effectively.
- Use questioning techniques that promote reflection and recall.
- Manage difficult participants and group dynamics.
- Evaluate training using the Kirkpatrick four-level model.

Course Methodology

- Interactive workshops with live micro-teaching practice.
- Guided design of session plans, activities, and materials.
- Peer observation with structured feedback checklists.

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- Video-recorded practice delivery with self-review.
- Case studies from corporate, technical, and public sector training.
- Action planning that links each skill to the participant's own training role.

Who Should Take This Course

- Internal trainers and learning and development specialists.
- Subject experts moving into training responsibilities.
- HR professionals managing training programs and induction.
- Supervisors and managers delivering on-the-job training.
- Technical instructors and safety training officers.
- Consultants and freelancers who deliver training workshops.

Train of Trainers (TOT) Course Outlines

Day 1: Foundations of Adult Learning

- Defining training, teaching, and facilitation.
- Applying Knowles' six principles of andragogy.
- Understanding how adults learn, retain, and forget.
- Identifying learner motivation and barriers.
- Exploring learning styles responsibly.
- Mapping the trainer's roles and responsibilities.
- Completing a personal trainer-skills self-assessment.

Day 2: Needs Analysis and Learning Design

- Conducting training needs analysis with competency gaps.



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- Setting objectives aligned to Bloom's Taxonomy.
- Designing sessions with the ADDIE model.
- Structuring learning with the Kolb cycle and 4MAT.
- Sequencing content from simple to complex.
- Selecting methods: lecture, discussion, practice, and case study.
- Writing a complete session plan.

Day 3: Delivery and Presentation Skills

- Managing nerves and building stage presence.
- Using voice, pace, pauses, and emphasis effectively.
- Reading body language and engaging eye contact.
- Opening sessions with strong hooks and clear purpose.
- Explaining complex ideas with analogies and examples.
- Using visuals and slides that support, not replace, teaching.
- Practicing delivery in micro-teaching rounds.

Day 4: Facilitation, Activities, and Group Dynamics

- Facilitating discussion and managing dominant voices.
- Designing energizers and structured group activities.
- Running role-plays with clear briefs and debriefs.
- Using questioning to promote reflection and recall.
- Handling difficult participants and resistance.
- Managing time, energy, and room dynamics.
- Giving feedback with the SBI model.





Day 5: Assessment, Evaluation, and Continuous Improvement

- Evaluating training with the Kirkpatrick four-level model.
- Writing knowledge checks and practical assessments.
- Collecting learner feedback with structured forms.
- Measuring behaviour change and on-the-job impact.
- Reviewing training data and refining content.
- Building a personal trainer development plan.
- Preparing a 90-day training improvement action plan.

Conclusion

By successfully completing Train of Trainers (TOT), participants will gain the knowledge to design training around adult learning principles, deliver sessions with confidence, and evaluate whether learning transfers to the workplace. They will acquire skills in needs analysis, learning design, presentation and facilitation, and training evaluation that apply across corporate and technical environments. Gentex Training Center builds this course around live micro-teaching practice, so learners return ready to train others with structure, energy, and measurable impact.

FAQs

Q1 What is the "Train of Trainers (TOT)" course about?

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It develops the skills needed to design, deliver, and evaluate professional training. The course covers adult learning theory, training needs analysis, learning objectives, session design, presentation and facilitation skills, group management, and evaluation methods for trainers in any sector.

Q2 What are the key benefits of the "Train of Trainers (TOT)" course?

Participants deliver confident, well-structured sessions and design training that learners actually remember and apply. They also gain tools to measure impact, handle difficult groups calmly, and build a repeatable design process. These gains raise training quality and reduce wasted learning time.

Q3 What skills will I gain from the "Train of Trainers (TOT)" course?

You will gain adult learning design and training needs analysis, presentation and delivery skills, facilitation and group management, and training evaluation and feedback. These four skills work together to move a trainer from reading slides to producing real capability.

Q4 What tools, methods, or standards are covered in the "Train of Trainers (TOT)" course?

The course covers Knowles' andragogy principles, Bloom's Taxonomy, the ADDIE model, the Kolb experiential learning cycle, the 4MAT cycle, competency-based training needs analysis, session plan templates, the Kirkpatrick four-level evaluation model, the SBI feedback model, and structured micro-teaching observation checklists.





Q5 How is the "Train of Trainers (TOT)" course applied in real-world practice?

Participants design a complete session from needs analysis to evaluation, then deliver it in recorded micro-teaching rounds with peer feedback. They revise their materials based on observation notes and build an action plan that applies the full cycle to their own training programs.