

TRAIN THE TRAINER



GENTEX[®]
TRAINING CENTER



Introduction

The Train the Trainer Training Course prepares professionals to deliver clear, engaging, and effective training. Great subject knowledge is not enough. Trainers must also know how adults learn, how to design sessions, and how to keep groups active. This course addresses those needs step by step. Furthermore, it builds confidence in presentation, facilitation, and feedback.

Gentex Training Center designs this five-day program around proven models such as ADDIE, Kolb's Learning Cycle, and the Kirkpatrick Model. In addition, participants practice real training sessions and receive expert coaching. As a result, they leave ready to plan, deliver, and evaluate training that improves workplace performance.

Train the Trainer Course Objectives

- Explain adult learning principles, including Knowles' andragogy, and apply them when planning training sessions for working professionals.
- Conduct a Training Needs Analysis to identify skill gaps, set priorities, and define clear training outcomes.
- Write measurable learning objectives using SMART criteria and the cognitive levels of Bloom's Taxonomy.
- Design structured training programs using the ADDIE model and Gagn's Nine Events of Instruction.
- Prepare detailed session plans, agendas, trainer guides, slide decks, and participant handouts for every program.
- Deliver engaging sessions with confident voice control, body language, questioning techniques, and storytelling.
- Facilitate group discussions, role plays, case studies, and icebreakers to keep participants active and focused.

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- Adapt training methods to different learners using Kolb's Learning Cycle and the VAK learning styles model.
- Manage difficult participants, group dynamics, and time pressure using Tuckman's stages of group development.
- Evaluate training results with the Kirkpatrick Model and improve future programs through structured feedback and action plans.

Course Methodology

- Interactive lectures explain each training concept with simple examples.
- Micro-teaching sessions let every participant deliver and receive coaching.
- Video recording and playback help participants review their own delivery.
- Group workshops build session design skills using ADDIE templates.
- Role plays practice handling difficult participants and questions.
- Digital tools such as PowerPoint, Mentimeter, and Kahoot add interaction.
- Checklists and peer feedback forms support continuous improvement.

Who Should Take This Course

- Professional trainers and instructors who want to sharpen their delivery skills
- Subject matter experts who will train colleagues or clients
- Learning and development specialists and training coordinators
- Human resources officers responsible for staff development
- Team leaders and managers who coach and mentor their teams
- Teachers, lecturers, and academy staff moving into corporate training
- Newly appointed trainers who need a strong foundation
- Consultants and freelance facilitators who deliver workshops





Train the Trainer Course Outlines

Day 1: Foundations of Effective Training

- Role and responsibilities of a professional trainer in modern organizations
- Differences between trainer, teacher, coach, and facilitator
- Adult learning principles and Knowles' assumptions of andragogy
- Kolb's Experiential Learning Cycle and its use in session design
- VAK and Honey and Mumford learning styles
- Common barriers to adult learning and practical ways to overcome them
- Overview of the ADDIE model for training design

Day 2: Needs Analysis and Course Design

- Organizational, task, and individual levels of Training Needs Analysis
- Data collection through surveys, interviews, and observation
- Writing SMART learning objectives that guide every session
- Bloom's Taxonomy levels and action verbs for objectives
- Structuring content with Gagn's Nine Events of Instruction
- Building agendas, session plans, and trainer guides
- Selecting activities, timing, and training aids for each topic

Day 3: Presentation and Delivery Skills

- Opening a session with impact and building early rapport
- Voice control, body language, and eye contact techniques
- Questioning, active listening, and paraphrasing skills

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- Storytelling and real-life examples to explain key concepts
- Designing clear, simple slides in PowerPoint
- Managing nerves and building trainer confidence
- Micro-teaching round one with video playback and coaching

Day 4: Facilitation and Group Management

- Facilitation techniques for discussions and group work
- Role plays, case studies, and simulations that build skills
- Interactive tools such as Mentimeter, Kahoot, and flip charts
- Tuckman's stages of group development and their effect on training
- Handling difficult participants and resolving conflict
- Managing time, energy levels, and classroom dynamics
- Micro-teaching round two with structured peer feedback

Day 5: Evaluation, Virtual Delivery, and Improvement

- Formative and summative assessment methods for learners
- Applying the four levels of the Kirkpatrick Model to training results
- Designing feedback forms, pre-tests, and post-tests to measure learning
- Delivering live sessions through Microsoft Teams and Zoom
- Engaging online audiences with polls and breakout rooms
- Building a personal trainer development plan
- Final micro-teaching assessment with expert feedback





Conclusion

By successfully completing the Train the Trainer Training Course, participants will gain the knowledge to design, deliver, and evaluate effective training. Furthermore, they will understand adult learning principles, session planning, facilitation techniques, and models such as ADDIE and Kirkpatrick. As a result, they will manage groups with confidence and keep learners engaged. Gentex Training Center supports this journey with practical exercises, expert coaching, and clear feedback. Join us to build the skills that turn subject expertise into powerful training.

FAQs

Q1 What is the "Train the Trainer" course about?

The Train the Trainer course teaches subject experts how to design, deliver, and evaluate training. It covers adult learning, session planning, presentation skills, and facilitation. Furthermore, it shows participants how to engage learners and measure results, so every session achieves clear goals.

Q2 What are the key benefits of the "Train the Trainer" course?

The course improves confidence, delivery quality, and learner engagement. As a result, trainers run sessions that people remember and apply. In addition, participants learn to plan faster with proven templates and to measure impact clearly. Organizations benefit through stronger skills transfer and better use of training budgets.



Q3 What skills will I gain from the "Train the Trainer" course?

Participants gain four core skills: instructional design, training delivery and facilitation, learner assessment and feedback, and training evaluation. Furthermore, they practice these skills through micro-teaching sessions, so they can apply them immediately in real training rooms.

Q4 What tools, methods, or standards are covered in the "Train the Trainer" course?

The course covers the ADDIE model, Bloom's Taxonomy, Kolb's Learning Cycle, Knowles' andragogy, and Gagn's Nine Events of Instruction. It also teaches Training Needs Analysis and the Kirkpatrick Model. In addition, participants use PowerPoint, Mentimeter, Kahoot, Microsoft Teams, and Zoom to deliver interactive sessions.

Q5 How is the "Train the Trainer" course applied in real-world practice?

Trainers apply these methods when they onboard new staff, teach technical procedures, or launch company-wide programs. For example, they use needs analysis to plan content, activities to engage learners, and post-tests to check results. As a result, organizations see better performance and fewer repeated errors.