HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

003

Trainer Training: Training for Trainers

Course or Seminar

Leading To:

DIPLOMA – POSTGRADUATE IN

Trainer Training (Double Credit)

Accumulating to

POSTGRADUATE DIPLOMA

Progressing To A Masters Degree –

MBA – MSc - MA

Course Coordinator:
Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of Academy of Management (MAoM), within the following Management Disciplines:
  - Human Resources;
  - Organization and Management Theory;
  - Organization Development and Change;
  - Research Methods;
  - Conflict Management;
  - Organizational Behavior;
  - Management Consulting;
  - Gender & Diversity in Organizations; and
  - Critical Management Studies.
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
- Member of ResearchGate Community;
- Member of Convocation, University of London;
- Professor HRODC Postgraduate Training Institute.

Prof. Crawford was an Academic at:

- University of London (UK);
- London South Bank University (UK);
- University of Greenwich (UK); and
- University of Wolverhampton (UK).

For Whom This Course is Designed
This Course is Designed For:

- Development Training Coordinator;
- Training and Quality Assurance Coordinator;
- Specialist, Professional Learning;
- Learning and Development Facilitator;
- Professional Development Manager;
- Human Resource Personnel;
- Training Specialist;
- Team Leaders;
- Lead Employees who need to excel at designing, developing and delivering successful trainings;
- All others desirous of gaining the needed expertise in training and development.

Duration:10 Days

Cost:£10,000.00 Per Delegate

Please Note:

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- **Diploma – Postgraduate – in Trainer Training (Double Credit)**; or

- Certificate of Attendance and Participation – if unsuccessful on resit.

HRODC Postgraduate Training Institute's Complimentary Products include:

1. HRODC Postgraduate Training Institute's **Leather Conference Folder**;
2. HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad;**
3. HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
4. HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
5. HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;
6. HRODC Postgraduate Training Institute's**Metal Pen;**
7. HRODC Postgraduate Training Institute's **Polo Shirt**.

Please see product images, as a separate file - Complimentary Products For Students and Delegates, from HRODC Postgraduate Training Institute.

Daily Schedule:9:30 to 4:30 pm.

Location: Central London and International Locations

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Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Be conversant with the theories of learning and memory crucial to the development and implementation of training programmes;
- Be aware of the taxonomy of educational objectives and translate these into individual capability and achievements;
- Determine the most appropriate way to organise training and development courses;

- Be able to equip a training room for maximum impact and effectiveness, within organisational budget and other constraints;
- Design courses that account for individual training needs and learning curve;
- Design learning objectives, mindful of what can be realistically achieved - in terms of the experience and motivation of delegates;
- Design learning experiences that will ensure that learning;
- Meet the objectives - taking account of relevant factors associated with established principles of learning;
- Design appropriate delegate activities relevant to the stated learning objectives;
- Demonstrate their ability to prepare for and make effective oral presentations;
- Demonstrate their ability to conduct individual, team and organisational training needs analysis;
- Use different internal sources of information to assess;
- Be equipped with the immediate and future training and development needs;

Course Contents, Concepts and Issues

Part 1: Education, Training and Development

- Education Defined;
- Training Defined;
- Development Defined;

Part 2: Learning Theory

- Learning Defined;
- Factors Affecting Learning:
- Learning Curve:

Part 3: Learning & its Application to Organisations

- Bases of Learning Theories;
- Examples of Learning Theories;
- Historical Contributions to Learning Theories:

Part 4: Role of Internal Trainer (1)

- Identification of Individual and Organisational Training Needs;
- Plan Training & Development Programmes;
- Establish Training & Development Objectives;
- Organise and Deliver Training Programme;

Part 5: Role of Internal Trainer (2)

- Evaluate effectiveness of Internal and External Training Consultants;
- Evaluate effectiveness of Specific Training Activities;
- Prepare other Trainers;
- Manage the Training Environment;

Part 6: Training Interventions

- Formal Training Interventions:

Part 7: Training Policy and Strategy

- Training Policy Vs. Business Strategy;
- Training Policy:
- Linking Training Policy to Business Strategy:
- Education & Training for Personal Development:

Part 8: Induction, Appraisal and Probation

- Induction:
- Probationary Period:
- Performance Appraisal:

Part 9: Learning Organisation: An Introduction

- Learning Opportunity;
- Circumvention of Formal Communication Channels;

- Effective Technology – Based Communication System;

Part 10: Organisational Learning & Learning Organisation

- Organisational Learning & Learning Organisation: A Distinction;
- Implicit Learning & Tacit Knowledge:
- Individual & Organisational Learning;

Service Contract, incorporating Terms and Conditions

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

Prof. Dr. R. B. Crawford - Director HRODC Postgraduate Training Institute