

# Train the Trainer Course

Daily Agenda- Start: 8:00am  
Lunch: 11:30am-12:30pm  
End: ~4pm

10-15min. Breaks accordingly during the morning and afternoon sessions each day.

## Monday 12/5/2022:

Introduction

1. Training Responsibilities
2. Planning Training – creating training plans
3. Learning Objectives
4. SMART GOALS
5. Learning Domains
6. Learning Styles
7. Memory Retention

## Tuesday 12/6/2022:

Review Day 1

8. Giving Feedback
9. Training & Progress Checking Methods Part 1
  - a. Verbal and demonstration methods
10. Training & Progress Checking Methods Part 2
  - a. Action oriented and behavioral methods

## Wednesday 12/7/2022:

Review Day 2

11. Training Structure
12. Training Case study
13. Communication
14. Conflict Management

## Thursday 12/8/2022:

Review Day 3

15. Motivation and Being a Trainer/Mentor
16. Preparing Trainee for any Examinations/testing
17. Preparing for the Train the Trainer Exam

**Friday 12/9/2022: Written and Practical Exam** – Passing the examination leads to an “AdA international certificate” from the DIHK in Germany. The credential is recognized in over 35 countries who also offer this training through German Chambers abroad. The certification is specifically aimed at preparing trainers who train apprentices as well as other employees/trainees in diverse occupations.