

TRAIN THE TRAINER FOR LINE FACILITATORS

“Empower Line Facilitators to Deliver Impactful, Engaging, and Operationally-Relevant Training”

Schedule

Date	Venue	Fees (Face-to-Face)
20 – 24 Sep 2026	Muscat – Oman	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Frontline leaders and subject-matter experts often play a vital role in transferring knowledge and skills within organizations. However, being an expert does not automatically make one an effective trainer. This course bridges that gap by equipping line facilitators with the essential tools and techniques to plan, deliver, and evaluate training that drives performance improvement.

Participants will develop confidence in public speaking, training delivery, facilitation, and learner engagement while mastering methods for adult learning, on-the-job training (OJT), and operational knowledge transfer.

Objectives

By the end of this course, participants will be able to:

- Design structured training sessions aligned with operational goals
- Apply adult learning principles and facilitation techniques for greater engagement
- Use practical tools to deliver training with clarity, confidence, and consistency
- Assess trainee performance and provide constructive feedback
- Adapt content and style for different learning styles and operational roles

Why Attend

- Gain practical tools and frameworks to train effectively in your area of expertise
- Improve clarity, confidence, and structure in your training sessions
- Learn how to assess trainee progress and adjust training delivery in real-time
- Build skills in coaching, hands-on demonstration, and group facilitation
- Become a key contributor to workforce development and productivity improvement

Target Audience

This program is designed for:

- Line facilitators, team leaders, and frontline supervisors
- Technicians, operators, and field staff who deliver peer or shift-based training
- Production and maintenance professionals with on-the-job training responsibilities
- SMEs and safety personnel conducting toolbox talks or technical briefings

Individual Benefits

Key competencies that will be developed include:

- Public speaking and message clarity
- Adult learning and instructional design
- Facilitation and interactive delivery techniques
- Coaching and performance observation
- Confidence in managing groups and overcoming learner resistance

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved consistency in task-level and job-specific training
- Reduced errors, rework, and safety incidents through effective instruction
- Increased employee confidence and faster time to competency
- Strengthened operational knowledge transfer and shift continuity
- A scalable and sustainable in-house training capability

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Core principles of adult learning and training design
- Case Studies - Lessons from effective workplace-based training programs
- Workshops - Hands-on session planning, delivery practice, and feedback
- Peer Exchange - Paired exercises, peer observation, and coaching
- Tools - Templates for lesson plans, OJT checklists, and training evaluation forms

Course Outline

DETAILED 5-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Effective Training

- Module 1: The Role of Line Facilitators (07:30 – 09:30) • Training vs. telling: key distinctions • The importance of peer-based and task-level training • Trainer responsibilities and qualities
- Module 2: Adult Learning Principles (09:45 – 11:15) • How adults learn: relevance, experience, and motivation • Addressing different learning styles and preferences • Barriers to learning and overcoming them
- Module 3: Designing a Training Session (11:30 – 01:00) • Structuring content with clear objectives • Time planning and pacing for attention and retention • Visual aids and instructional tools
- Module 4: Workshop – Lesson Planning (02:00 – 03:30) • Participants begin designing a practical training module

Day 2: Delivery Skills and Learner Engagement

- Module 1: Verbal and Non-Verbal Communication (07:30 – 09:30) • Speaking clearly, confidently, and with presence • Body language, posture, and eye contact • Managing nervousness
- Module 2: Engagement Techniques (09:45 – 11:15) • Asking questions, checking understanding • Facilitating discussions and managing participation • Using storytelling and analogies for relevance
- Module 3: Handling Challenges (11:30 – 01:00) • Managing difficult learners or group dynamics • Adjusting to different learning speeds • Staying on track under pressure
- Module 4: Workshop – Practice Delivery (02:00 – 03:30) • Participant-led microtraining with peer feedback

Day 3: On-the-Job Training (OJT) Methods

- Module 1: Practical Instruction Techniques (07:30 – 09:30) • Demonstration, explanation, and repetition • Step-by-step instruction and safety emphasis • Active learner participation
- Module 2: Coaching and Mentoring (09:45 – 11:15) • Observing and reinforcing correct performance • Providing real-time feedback • Encouraging accountability and follow-through
- Module 3: Workplace-Based Training Tools (11:30 – 01:00) • Checklists, SOPs, and task qualification guides • Capturing tribal knowledge and job know-how
- Module 4: Workshop – Create an OJT Checklist (02:00 – 03:30) • Design a task-based training tool for real operations

Day 4: Assessment and Feedback Techniques

- Module 1: Evaluating Learning Effectiveness (07:30 – 09:30) • Observation-based vs. knowledge-based assessment • Aligning assessments with learning objectives
- Module 2: Giving Constructive Feedback (09:45 – 11:15) • Dos and don'ts of trainer feedback • Using positive reinforcement effectively • Handling defensive responses professionally
- Module 3: Documentation and Records (11:30 – 01:00) • Tracking attendance, participation, and competency • Compliance and audit-friendly records
- Module 4: Workshop – Assessment Planning (02:00 – 03:30) • Designing a skills observation and feedback checklist

Day 5: Final Delivery & Personal Development

- Module 1: Final Presentation Practice (07:30 – 09:30) • Participants deliver a final training session with feedback
- Module 2: Peer and Trainer Evaluations (09:45 – 11:15) • Observation scoring and improvement suggestions
- Module 3: Self-Reflection and Development Planning (11:30 – 01:00) • Identifying training strengths and development areas • Creating a personal action plan for growth
- Module 4: Wrap-Up and Certification (02:00 – 03:30) • Course review, Q&A, and certificate distribution

Certification

Participants will receive a Certificate of Completion in Train the Trainer for Line Facilitators, validating their ability to plan, deliver, and evaluate structured training that improves workplace learning, safety, and performance outcomes.

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