

TRAIN THE TRAINER - TTT (ITOL UK CERTIFIED)

“Mastering Professional Facilitation and Learning Design to Deliver Impactful, Engaging Training”

Schedule

Date	Venue	Fees (Face-to-Face)
20 - 24 Apr 2026	Dubai, UAE	USD 3,495 per delegate
17 - 21 Aug 2026	Dubai, UAE	USD 3,495 per delegate

Introduction

Effective training goes beyond delivering content—it’s about creating learning experiences that transform behavior and enhance performance. The Train the Trainer (TTT) course, certified by the UK’s Institute of Training and Occupational Learning (ITOL), equips participants with internationally recognized standards in instructional design, delivery, facilitation, and learner engagement.

This 5-day immersive program provides essential tools and methodologies for trainers, facilitators, and subject matter experts to design learner-centered content, use interactive techniques, handle group dynamics, and assess learning outcomes professionally.

Objectives

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

- Apply adult learning principles and instructional design best practices
- Deliver training sessions with clarity, confidence, and professionalism
- Use facilitation tools to engage learners and adapt to different learning styles
- Evaluate learning effectiveness and provide meaningful feedback
- Attain ITOL (UK) certification as a professional trainer

Why Attend

- Gain a globally recognized certification from ITOL UK
- Learn how to design, structure, and deliver high-impact training sessions
- Enhance your credibility and capability as a corporate or technical trainer
- Increase learner retention and engagement through modern facilitation techniques
- Build confidence in handling questions, resistance, and group dynamics

Target Audience

This program is designed for:

- Corporate trainers, HR professionals, and learning facilitators
- Line managers and team leaders involved in coaching or onboarding
- Subject matter experts who deliver internal training
- Training consultants and freelance educators
- Anyone seeking formal trainer certification (ITOL UK)

Individual Benefits

Key competencies that will be developed include:

- Instructional design using ADDIE and learner-centered models
- Presentation, storytelling, and facilitation techniques
- Classroom management and overcoming learning barriers
- Feedback, assessment, and evaluation tools
- Confidence in delivering training in-person or virtually

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved quality and consistency in training delivery
- Enhanced capability to onboard, upskill, and retain staff
- Greater alignment between learning and business outcomes
- Stronger internal talent development and coaching capacity
- Access to international training standards via ITOL certification

Instructional Methodology

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

- Strategy Briefings - Adult learning theories, design models, and trainer competencies
- Case Studies - Analysis of training effectiveness and classroom challenges
- Workshops - Content design, delivery practice, and assessment creation
- Peer Exchange - Feedback sessions, role-playing, and group facilitation practice
- Tools - Templates for session plans, evaluation forms, training needs analysis

Course Outline

Training Hours: 07:30 AM - 03:30 PM Daily Format: 3-4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Break: 01:00 - 02:00

Day 1: Foundations of Learning & the Trainer's Role

- Module 1: Understanding Adult Learning (07:30 - 09:30) • Principles of andragogy and how adults learn best • Learning styles and learner needs
- Module 2: The Role and Competencies of a Professional Trainer (09:45 - 11:15) • Trainer mindset, communication, and presence • The learning cycle and learner engagement
- Module 3: Workshop - Icebreakers and Classroom Setup (11:30 - 01:00) • Create your own training opener and learning contract

Day 2: Designing Engaging Learning Content

- Module 4: Instructional Design Using ADDIE (07:30 - 09:30) • Needs analysis, objectives, and content mapping • Writing SMART learning outcomes
- Module 5: Structuring a Training Session (09:45 - 11:15) • Training flow, timing, and materials preparation • Activity-based learning and retention
- Module 6: Workshop - Build a Mini Training Session Plan (11:30 - 01:00) • Draft a plan using real-world content or expertise

Day 3: Delivery and Facilitation Skills

- Module 7: Presentation and Facilitation Techniques (07:30 - 09:30) • Voice, body language, and handling nervousness • Managing group participation
- Module 8: Managing Difficult Situations and Learner Resistance (09:45 - 11:15) • Dealing with challenging participants • Maintaining energy and focus
- Module 9: Workshop - Micro-Training Delivery Practice (11:30 - 01:00) • Deliver a short session and receive peer feedback

Day 4: Assessing Learning and Feedback Techniques

- Module 10: Evaluating Training Impact (07:30 - 09:30) • Kirkpatrick levels of evaluation • Formative and summative assessments
- Module 11: Giving Constructive Feedback (09:45 - 11:15) • Methods for effective trainer-to-learner feedback • Encouraging self-reflection
- Module 12: Workshop - Designing Assessment Tools (11:30 - 01:00) • Create quizzes, observation checklists, and evaluation forms

Day 5: Final Presentations and Certification

- Module 13: Delivering Your Final Training Session (07:30 - 09:30) • Full-session delivery and evaluation
- Module 14: Trainer Reflection and Personal Branding (09:45 - 11:15) • Building your identity as a professional trainer • ITOL certification next steps
- Module 15: Final Workshop - Certification Debrief and Feedback (11:30 - 01:00) • Course review, participant reflections, and feedback exchange

Certification

Participants will receive a Certificate of Completion in Train the Trainer - TTT (ITOL UK Certified), confirming their competency to design and deliver professional training sessions to international standards and their eligibility for ITOL UK Trainer Certification.

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