

The **Master Trainer and Facilitator** program, of Carlton Advanced Management Institute, USA, done in India in association with Middle Earth Consultants. The **Master trainer and facilitator** program is aimed at developing the training and facilitation skills in an individual. It instills the practical skills and in-depth knowledge that is required to conduct an effective training program. You will increase the effectiveness of your training program, be able to design and deliver more effective training programs.

Course Overview

MODULE: 1 Attention and Setting the Tone

- Setting the learning environment/tone, set leadership
- Developing rapport, set guidelines
- Your style/body language/voice
- Use of NLP Techniques
- Basic planning used in Gagne

MODULE: 2 Lecture and MSEVA

- Types of content also Deals with explanations and examples
- Pacing a session
- Planning effective session
- Active/Guided Listening
- Interactive lectures/Tools to simulate interest
- Cooperative learning
- Developing presentations
- Energizers and Ice Breakers
- Questionnaires
- Instant Rapport
- Direct Interviews

MODULE: 3 Handling Participant problems

- Dealing with different styles
- Dealing with difficult questions
- Handling crucial conversations

MODULE: 4 Practice

- Demonstration
- Partner + Group activities
- Case Studies
- Role plays

MODULE: 5 Assessment BARS and Feedback

- Demo designing
- Test Designing
- IDP-Individual Development Planning

MODULE: 6 Enhance transfer to Job

- Learning Diaries
- Peer evaluation
- Applicability
- Buddy

By attending this Workshop you will learn:

- To organize effective session by deciding on the course content.
- To create the stage for learning environment.
- To design, deliver and evaluate an effective training program.
- To design interactive lectures for improved learning outcomes.
- To learn to create IDPs and use NLP techniques.
- To implement Gagne's events for instruction.
- To build instantaneous rapport and lead the discussions & decisions of the team.
- To discover creative ways of handling the sessions.
- To devise strategies to prevent difficult behavior in the classroom.
- To learn to handle difficult participants and motivate them.
- To learn to summarize the important techniques implementable in the job.
- To design and evaluate group activities.
- To use various assessment techniques like Kirkpatrick Model for evaluation.
- Learn the SHIIC model for maximizing the interest of your Audience
- Learn How the MS EVA Model is used to ensure Participants' Retention

Unique Benefits to the participants:

- Get a comprehensive, information packed courseware during the program and for back home use
- Learn from the industry experts who have a specialist experience in the area of training
- Network with other professionals with same background and interest
- Brand yourself as a Master Trainer and facilitator
- Increase your earning potential as a freelance professional by becoming a Master trainer

Who Should Attend the Program?

- If you're new to training, a subject matter expert that needs to train others or a trainer who is looking for new, more effective approaches to learning, this is the ideal workshop for you
- HR Personnel with a passion for training and development and those who wish to move into platform of training
- People working in the training, learning and development function of organizations

CAMI Certificate

Certificate will be given by Carlton Advanced Management Institute (CAMI), USA

Certification Process With Time Lines

Step 1 : Training – 2 days (9.00 am – 6.00 pm)

Step 2 : Project completion (24 hrs work)

Step 3 : Project Soft Copy Submission (within 60 days from program)

Step 4 : Certification & Evaluation process – 5 weeks after submission of project

The assessment would be done based on step 3 by an internal evaluator. An Extern Evaluator appointed by CAMI would verify

Fees Per Participation

INR. 20000

For Registrations and More Information Contact :

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For Upcoming Events Visit : <http://acelearnquest.com/event.php>