

# Certified Training Designer and Delivery Professional



## Latar Belakang:

Kesuksesan perusahaan yang ingin berkembang dan terus bersaing turut ditentukan oleh peran trainer dalam mengembangkan Sumber Daya Manusia (SDM) sebagai investasi jangka panjang.

Oleh karena itu kapabilitas dan peran seorang trainer yang mempunyai kompetensi mengajar, sekaligus menguasai platform teknologi yang sesuai sangatlah diperlukan.

Inilah saatnya Anda mencurahkan investasi untuk mencetak trainer yang handal, profesional dan bersertifikasi untuk memenuhi kebutuhan pengembangan SDM jangka panjang perusahaan.

## DAY 1 Training Design

### Objectives:

- Understand the importance and benefits of effective training on business success
- Be able to build an effective training framework, content and aligned with proper visual aids

### Workshop Outline:

#### Introduction

- Differences between Presentation, Seminar, Workshop
- Quality of Trainer's

#### Awareness About Training Need Analysis

- Surveillance
- Investigation: Tools to investigate training needs
- Training Analysis: Competency vs motivation
- Training Design: based on leveling & grading

#### Training Preparation

- Developing Training Structure
  - Theory & Skill Session Model

#### Design Training Material

- Preparing Training Objectives
- Preparing Session Plan
  - 6 steps to prepare a session plan
- Developing Training Material
  - Get more interest and simple

#### Assignment

- Building training material based on session plan and ready for delivery

## DAY 2

### Training Delivery

#### Objectives:

- Develop the skills of a good trainer through modeling and practices
- Understand practical methods of preparing logistics, following up, and evaluating training effectiveness
- More practice for delivery training

#### Workshop Outline:

##### A Set Skill of a Professional Trainer:

- Skills & techniques of a professional trainer:
  - Effective Communication in Delivery Training (Review Train the Trainer Material)
    - Verbal, Visual, Vocal
    - Effective Use of Voice, Body Language, Facial Expression
  - Using Visual Aids
    - Preparing your Visual Aid
    - LCD, Color in Slides
    - Use of Flipchart, Whiteboard, Wall Chart
  - Short Practices for Participant (Video-taped)
    - Visual, Vocal, Verbal & Using Visual Aids
    - Body Language in Delivery

## DAY 3

### Training Delivery

#### Objectives:

- Develop the skills of a good trainer through modeling and practices
- Understand practical methods of preparing logistics, following up and evaluating training effectiveness
- More practice for delivery training

#### Workshop Outline:

##### A Set Skill of a Professional Trainer:

- Skills & Techniques of a Trainer:
  - Managing Optimal Participation
    - Leading Discussion: Small and Big Group
    - Leading Games
    - Leading Question and Answers
  - Managing Difficult Participants
    - Managing Question and Answers
    - SEER Method
    - Types of Difficult Questions
    - Types of Difficult Participants
- Short Practices for Participant (Video-taped)
  - Managing Optimal Participation
  - Handling Difficult Participants
- Checklist for Delivery Logistics
- Assignment and Exam
- Audit Real Practice Training Delivery

Investasi Offline

**Rp 10.000.000** + PPN 11%



Setiap pembelian training,  
anda akan berdonasi 1 beasiswa  
bagi mereka



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