Train the Trainer

Train the Trainer

Get onto the road to become an outstanding and successful trainer, ensuring you learn how to build up other competent trainers with the help of this comprehensive Train the Trainer bundle!

This premium Train the Trainer bundle has everything you need to gain success as a trainer. This bundle covers everything, from the basics of leadership styles and management skills to the complexities of persuasion, influence, and motivation. Therefore, this Train the Trainer bundle will undoubtedly be your ultimate key to success! You will not only be able to train potential trainers effectively, but you will also enhance your own leadership skills to the point where you will become much more desirable to promising employers!

A successful completion of this well-crafted Train the Trainer bundle will undoubtedly bring you success wherever you go. Build up your leadership skills and raise promising trainers under your wing by enrolling today!

CPD accredited Train the Trainer bundle is the most comprehensive bundle on train the trainer now available online, offered by Skill up to upskill you with core to advanced train the trainer ideas for your utmost level proficiency in implying the newly gained knowledge efficiently wherever needed and escalate yourself as a peerless potential in the Train the Trainer promising industry.

Sign up for the all-inclusive Train the Trainer bundle, and experience relentless development of in-demand knowledge, skills and strategies within you!

Learning Outcomes of this Train the Trainer Bundle:

- Be able to Train the Trainer and build up confidence in them strategically.
- Gain active listening skills.
- Be able to persuade and influence people effortlessly.
- Know how to make people feel comfortable as a trainer.
- Learn how to manage time practically.
- Gain the ability to draw peoples attention and make things easy to follow.
- Be familiar with ethical training & leadership principles.

- Cope with stress effectively and much more!

Train the Trainer Specialities

- 31 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 16 completion certificates upon completing the Train the Trainer bundle.
- Internationally recognised Accredited Qualification will boost up your resume.
- You will learn the researched and proven approach of train the trainer adopted by renowned experts.

Assessment

After completing all the modules of the Train the Trainer bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the course completion Final Exam with absolutely no extra cost.

Certificate

This premium Train the Trainer bundle comes with FREE PDF & Hardcopy Certificates, PDF Transcripts & Student ID Card, and it makes this bundle the perfect value for money.

This self-paced Train the Trainer bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for all aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Train the Trainer bundle now!

This Train the Trainer Bundle Consists of the Following Courses:

- Course 1: Train the Trainer : For Beginners
- Course 2: Train the Trainer Advanced
- Course 3: Leadership & People Management
- Course 4: Critical Thinking & Problem Solving
- Course 5: Neuro Linguistic Programming NLP Course
- Course 6: Project Management Masterclass
- Course 7: Office Skills
- Course 8: Personality Development Course
- Course 9: Talent Management
- Course 10: Diploma in Practical Time Management
- Course 11: Minute Taking Masterclass
- Course 12: Communication SKills Masterclass
- Course 13: Conflict Management and Crucial Communications
- Course 14: Active Listening
- Course 15: Workplace Stress Management
- Course 16: Mastering the Presentation Skills Course

Curriculum Breakdown of the Premium Courses:

➢ Train the Trainer : For Beginners

How to Start Your Class

- Hook Your Trainees
- Build Credibility & Rapport

Engage your Trainess

- Understand Your Trainees
- Use Visual Aids Well

Teach All Learners

- Ask Questions Effectively-part1

- Ask Questions Effectively-part2
- Use Effective Non-Verbal Communication

Manage The Classroom

- Answer Questions Well
- Manage Pace, Determine If They Got It, Close Well and Prepare Effectively

➢ Train the Trainer Advanced

Get Them In The Plam Of Your Hand

- Build Up Your Confidence
- Listen Well
- Make Them Feel Comfortable Immediately
- Introduce Yourself – Maverick Style

Teach Anybody Anything Anytime

- Keep Their Attention
- Make Things Easy to Follow Along
- Make Things Easy To Understand

No Learner Left Behind

- Q & A – Maverick Style!
- No Learner Left Behind

➢ Leadership & People Management

- Module One: The Evolution of Leadership
- Module Two: Situational Leadership
- Module Three: A Personal Inventory
- Module Four: Modeling the Way
- Module Five: Inspiring a Shared Vision
- Module Six: Challenging the Process

- Module Seven: Enabling Others to Act
- Module Eight: Encouraging the Heart
- Module Nine: Basic Influencing Skills
- Module Ten: Train the Trainer - Setting Goals

➢ Critical Thinking & Problem Solving

- Module 1: Components of Critical Thinking
- Module 2: Non-Linear Thinking
- Module 3: Logical Thinking
- Module 4: Critical Thinkers (I)
- Module 5: Critical Thinking (II)
- Module 6: Evaluate the Information
- Module 7: Benefits of Critical Thinking
- Module 8: Changing Your Perspective
- Module 9: Problem Solving
- Module 10: Putting It All Together

➢ Neuro-Linguistic Programming NLP Course

- What is NLP?
- Modeling – A Powerful Tool For Rapid Success!
- Learning Styles – Gain the Edge!
- Value Systems – The Driving Force!
- Eye Movements – Windows To The Soul – Truth Detector
- Powerful Communication – The KEY to Success!
- Emotional Mastery – Increasing & Decreasing Emotions
- Anchoring – Connecting With Your Power
- Scrambling Techniques – Rid Yourself Of Negative Emotions
- Building Unshakable Confidence!
- Final Thoughts & Tips!
- BONUS Lecture & Demo – LIVE!!!
- WOW! 2nd BONUS Video & Demo

➢ **Project Management Masterclass**

Unit 01: Introduction

- 1.1 Introduction to Project Management
- 1.2 6 Pathways of Project Management
- 1.3 Course Structure: Simplified Framework
- 1.4 System Thinking
- 1.5 Project Timeline
- 1.6 Pyramid Project

Unit 02: Project Management Framework

- 2.1 Project
- 2.2 Project Management
- 2.3 The Matrix Environment
- 2.4 Enterprise Environmental Factors and Organisational Process Assets
- 2.5 Project Constraints
- 2.6 Process Groups
- 2.7 Integration Management
- 2.8 Stakeholder Management
- 2.9 Scope Management
- 2.10 Schedule Management
- 2.11 Cost, HR, Quality and Risk Management
- 2.12 Communication and Procurement Management
- 2.13 Knowledge Areas and Process Groups

Unit 03: Integration Management

- 3.1 Develop Project Charter
- 3.2 Project Charter Template
- 3.3 Timeline View of Project Documents

Unit 04: Stakeholder Management

- 4.1 Identify Stakeholders
- 4.2 Stakeholder Register Template
- 4.3 Timeline View of Project Documents

Unit 05: Project Scope Management

- 5.1 Project Scope
- 5.2 Collect Requirements
- 5.3 Define Project Scope
- 5.4 Create WBS: Work Breakdown Structure
- 5.5 Project Scope Baseline
- 5.6 Timeline View of Project Documents
- 5.7 Microsoft Project
- 5.8 MS Project – User Interface Explained
- 5.9 MS Project – Entering Scope Items

Unit 06: Schedule Management

- 6.1 Define Activities
- 6.2 Sequence Activities
- 6.3 Estimating Activity Durations
- 6.4 Develop Schedule Process
- 6.5 Critical Path Method
- 6.6 Compressing Schedule : Crashing and Fast-tracking
- 6.7 Timeline View of Project Documents
- 6.8 Microsoft Project – Entering Activities and Duration
- 6.9 Microsoft Project – Sequencing Activities & Creating Gantt Chart
- 6.10 Microsoft Project – The Project Schedule

Unit 07: How Much/Many of the Project

- 7.1 Estimated Costs
- 7.2 Determined Budget
- 7.3 Timeline View of Project Documents
- 7.4 Estimate Activity Resources
- 7.5 Timeline View of Project Documents
- 7.6 Plan Quality
- 7.7 Timeline View of Project Documents
- 7.8 Introduction to Risks
- 7.9 Identify Risks
- 7.10 Perform Qualitative Risk Analysis
- 7.11 Perform Quantitative Risk Analysis
- 7.12 Plan Risk Responses
- 7.13 Timeline View of Project Documents

Unit 08: Where in the Project

- 8.1 Plan Communication
- 8.2 Timeline View of Project Documents
- 8.3 Plan Procurement
- 8.4 Timeline View of Project Documents

Unit 09: How Things are Done on a Project?

- 9.1 HOW are things done on the project
- 9.2 Develop Project Management Plan
- 9.3 Individual Management Plans
- 9.4 Timeline View of Project Documents
- 9.5 Timeline View of Project Documents-2
- 9.6 Direct and Manage Project Work
- 9.7 Timeline View of Project Documents
- 9.8 Manage Project Knowledge
- 9.9 Timeline View of Project Documents
- 9.10 Monitor and Control Project Work
- 9.11 Timeline View of Project Documents
- 9.12 Perform Integrated Change Control
- 9.13 Steps to perform Change Control
- 9.14 Timeline View of Project Documents
- 9.15 Budget at Completion: BAC
- 9.16 Planned Value: PV
- 9.17 Earned Value: EV
- 9.18 Schedule Variance (SV) & Schedule Performance Index (SPI)
- 9.19 Actual Cost(AC), Cost Variance and Cost Performance Index
- 9.20 Budget Forecasting – Estimate at & to completion
- 9.21 Close Project or Phase
- 9.22 Timeline View of Project Documents

Resources

- Resources – Guide to Project Management and PMI Exam Certification

➢ **Office Skills**
- Module 1: Introduction to Office Administration

- Module 2: Skills of an Effective Administrator
- Module 3: Effective Planning and Scheduling
- Module 4: Organising Meeting and Conferences
- Module 5: Record Keeping and Filing Systems
- Module 6: Business Writing Skills
- Module 7: Minute Meeting, Decision and Action
- Module 8: Tips for Minute Taking
- Module 9: Time Management
- Module 10: Stress Management
- Module 11: Business Telephone Skills
- Module 12: Communication Skills
- Module 13: Conflict Management
- Module 14: Organisational Skills

➢ Personality Development Course

Module 01: Introductory Material

- Introductory Material
- The Correct Test Result

Module 02: Identify the Personality of Others

- The Extrovert / Introvert preferences
- The Sensing / iNtuitive preferences
- The Thinking / Feeling preferences
- The Judging / Perceiving preferences

Module 03: Causes of stress

- Causes of stress
- BONUS: More information about the Judgement / Perception and Sensing / Intuitive

Module 04: How to Change Your Personality

- Part one
- Part two
- Part three

● BONUS: More examples of world creation

Module 05: Your Personal Development Plan

● Your personal development plan
● BONUS: The Pyramid Technique
● Module 04: BONUS: The Only Motivational Technique You Need
● BONUS: The SBS Technique
● Closing words

Resources

● Resources – Personality Development Course

➢ Talent Management

● Module One: Understanding Talent Management
● Module Two: Understanding Performance Management and Succession Planning
● Module Three: Creating a Talent Management Plan and Competency-Based Programs
● Module Four: Identifying Talent
● Module Five: Bring on Bench Strength
● Module Six: Conducting Talent Assessments to Create a Talent Profile
● Module Seven: Keeping People Interested
● Module Eight: Compensation Plans and Development Strategies
● Module Nine: Reality Check!
● Module Ten: Evaluating the Plan

➢ Diploma in Practical Time Management

Start Here and Learn the Basics 5 Lectures

● Trailer: Why You Need this Course
● Five Attitudes to Time… and the secret to fulfilment
● How to Make Dull Activities Interesting
● Why You Cannot Manage Time

- The OATS Principle

Outcomes: Setting Great Goals and Knowing What is Important

- Why Goal-setting Works
- Set the SMARTEST Goals
- Is it Important… or is it just Urgent?

Activities: Being Able to Get Things Done

- Avoid the "To Do Tyranny"
- The OATS Principle and the Powerhouse Loop
- What to Do about To Do items that Hang Around
- How to Remember what's Outstanding
- How to Clear a Backlog
- Four Questions to Guide your Response to a Task

Time Management Solutions to Common Challenges

- What are Overload and Overwhelm?
- How to Deal with a feeling of Overwhelm
- Are you an Elephant or an Octopus?
- Multi-tasking, and how to do it well… if you must!
- How to Delegate Effectively

Timing and Scheduling: How to Structure Your Day for Productivity

- How to get Really Good at Estimating
- How to Schedule your Day
- When to Schedule Activities into your Day

Conclusions: What to Do when All Else Fails

- The Ultimate Time Management Tool: How to Say NO
- How would you like $86,400?
- A Final Thought

➢ **Minute Taking Masterclass**
- Module 01: Introduction to Minute Writing

- Module 02: Preparation for Minute Taking
- Module 03: The Meeting Structure
- Module 04: Minute Meeting, Decision and Action
- Module 05: Roles and Responsibility of Minute Taker
- Module 06: Tips for Minute Taking
- Module 07: Technology in Minute Taking
- Module 08: Building Confidence

➢ Communication SKills Masterclass
- Module 01: Train the Trainer - Deciding the Topic
- Module 02: Train the Trainer - Introductory Address
- Module 03: Train the Trainer - Body of the Speech
- Module 04: Conclusion
- Module 05: Train the Trainer - General Instructions

➢ Conflict Management and Crucial Communications

Preparing for your conversation

- Welcome
- INTRO
- Preparing your problem statement

Delivering your conversation

- Getting into the right state
- Presenting your problem statement
- Asking your critical question
- Listening to the other person
- Agreeing on next steps
- Finishing the conversation
- Conclusion

BONUS Section: examples

- Example 1 – breaking up
- Example 2 – separation at work

- Example 3 – Flatmate discussion

BONUS VIDEOS

- Bonus – Crucial conversations
- Bonus – Feedback

Additional Resource

- Resource : Conflict Management and Crucial Conversations

➢ Active Listening
- Module One: Train the Trainer - Defining Active Listening
- Module Two: Train the Trainer - Attitude is Everything!
- Module Three: Train the Trainer - Encouraging Conversation
- Module Four: Train the Trainer - Building Relationships

➢ Workplace Stress Management
- Module 01: Defining Stress
- Module 02: Responses of the Nerves
- Module 03: Stress at Workplace
- Module 04: Personality and Stress
- Module 05: Managing Stress at Work
- Module 06: Personal Stress Management
- Module 07: Work-Life Balance

➢ Mastering the Presentation Skills Course

Getting Started

- Welcome and Getting to Know Your Instructor
- What will you learn?
- Who is this Course For?

Prepare Your Presentation

- Step 1 – Preparation
- Step 2 – Get to Know Your Audience
- Step 3 – Set Your Objectives
- Step 4 – Consider Your Approach
- Step 5 – Make a Presentation Plan
- Step 6 – Presentation Strategies & Techniques – Giving People a Rea
- Step 6 – Presentation Skills
- Step 6 – Effective Communication
- Step 6 – Verbal Communication
- Step 6 – Motivational Language
- Step 6 – Non Verbal Communication
- Step 6 – Telling Stories
- Step 6 – Memorable Content
- Step 6 – RER Method
- Step 6 – Using Case Studies
- Step 6 – Calming the Nerve**s**
- Step 7 – Prepare Your Materials
- Step 8 – Practice
- Step 9 – Evaluation
- Step 10 – Presentation Day
- Contingencies

The Final Word