



## Course Objective

This course is designed to enable supervisors, executives, managers and potential trainers to obtain the skills necessary to identify the methods of training that are most suitable to the learning needs of the target audience. At the end of the training course, all participants will be able to:

- Prepare participants to analyze their audience and tailor their materials and program delivery
- Point out the highlights and pitfalls of various visual aid options and training tools
- Acquire dozens of best practices for engaging learners, encouraging discussion and stimulate their learning motivation
- Apply tactics for handling surprise situations and difficult participants

## Course Content

### Module 1: Characteristic and Responsibilities of a Trainer

- Survival Skills Inventory
- Trainer's Skills
- Do's & Don'ts For New Trainers
- Trainer Characteristics

### Module 2: The Training Cycle and Competency Base of Trainer

- Competency base of Trainer
- Training Needs Assessment "TNA"
- Training Objectives
- Lesson Planning
- Presentation & Evaluation
- Training Curriculums
- Learning style of trainees
- Tips for success

### Module 3: Setting the Stage as a Trainer

- Using Visual Aids
- Resource Material
- Room Layout
- Timing and Time Management methods
- Class Management

### Module 4: Developing a Session Plan

- Importance of Session Plan
- Information of Session Plan
- Structure of Session Plan
- GLOSS, EASE and OFF Model of session Plan
- Session Plan Preparation Technique
- Tips for success

### Module 5: Delivering Training

- Communication Skills
- Non-Verbal Communication
- Questioning Skills/Answering
- Questions/Giving Feedback
- Active Listening
- Good appearances as a trainer
- Building Trainee's Self-Esteem

### Module 6: Assessing Yourself

- Self-Inventory on Assertion
- Problem Participant Strategies
- How Can a Trainer Help Trainees Learn

# TRAINING COURSE ON Training of Trainers



**29-30 April 2017**

**Time: 8:00am to 5:00pm**

**Venue: Hotel**



**Deadline:**

**28 April 2017**

## Target Participants

This course is practically designed for HR Executives, HR Managers, Training Managers, Trainers, or others who handle the training process at work.

## Training Fee

(Fee is inclusive of Lunch and learning materials. Certificate of completion provided)

- Direct Member:  
**USD 175 Nett/person**
- Member of GMAC, MBCC, CMA, IBC, ACRA, BBAC, EuroCham, AMCHAM, MAC:  
**USD 205 Nett/person**
- Non Member:  
**USD 225 Nett/person**

## Registration



**Mr. ORM Ponnareay**

**or Mr. VANN Sela**

012 634 077 or 010 710 267

[training\\_executive@camfeba.com](mailto:training_executive@camfeba.com) or

[training@camfeba.com](mailto:training@camfeba.com)

## About Trainer

**Mr. OUL Van (MBA from Australia)**

**Specialties: Marketing, Management and Business Development, Customer Service**

Mr. Oul Van holds an MBA from CharlesSturt University, Australia and got professional trainer of trade from Canada. He is specialist in Marketing, Management, Business Development and Negotiation Skills.

He is currently working as a General Manager at Asia Tune Hotel, Business Consultant and Business advisor for many Businesses and training organizations in Cambodia, a Consultant for International and Local Training & Management Solutions and a Professional Trainer for WTO, UNCTAD, MPDF & Cam Edge Training Program. He also helps the training of CAMFEBA as Associate Trainer as well over 10 years.

He has more than 15 years of training experience in the field of Sales, Marketing and Management in public and private sectors. He has had experience in academic and corporate training programs at many local universities in Cambodia. He has done well with a Business Consultant for International Training Center (ITC, UNCTAD/WTO, base in Switzerland) that has 135 Business Consultancy organizations around the world.

He is also one of successful entrepreneurs for his own business (Line Management Group Co., Ltd. Group of Line Management Stationery, Bayon Book Center and Sunflower Printing house). He has a high sense of responsibility for a wide spectrum of business activities and has valuable hands-on experience of setting up and developing new businesses.