

Certified Professional Trainer (CPT)®

Course Outline



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What Modules are covered?

Module 1 – Survival Skills for the New Trainer

- 1) What makes a good trainer?
- 2) Personal best, professional best
- 3) Being genuine
- 4) Assertiveness skills
- 5) Asking the right questions
- 6) Listening skills
- 7) Connecting with people
- 8) Defusing difficult participants
- 9) Essentials for success
- 10) Do's and don'ts for new trainers

Module 2 – The Practical Trainer

- 1) Defining a successful training program/trainer
- 2) Adult learning and the learning process
- 3) Principles of adult learning
- 4) Style assessment, including introvert/extrovert analysis
- 5) Applying the learning cycle
- 6) The training process (planning training, choosing methods, designing learning sequences)
- 7) Adding games
- 8) Setting the climate
- 9) Presentation skills
- 10) Dealing with difficult trainees
- 11) On-the-job training
- 12) Evaluation techniques
- 13) Mock training presentations for peer review

Module 3 – Advanced Skills for the Practical Trainer

- 1) Preparing to learn and understanding learning
- 2) Competencies for adult educators
- 3) Accommodating learning preferences
- 4) Increasing your expertise and using existing materials
- 5) Planning a workshop, including preparing visual aids
- 6) Effective communication (incl. questioning)
- 7) Kirkpatrick's levels of evaluation
- 8) On-the-job support
- 9) Managing stress and dealing with difficult situations
- 10) Training in different forums (i.e. virtual learning)
- 11) Mock training presentations.

Module 4 – Developing a Training Program

- Program design
- Identifying needs
- Training and instructional systems design models
- The program's basic outline
- Evaluation strategies
- Researching and developing content
- Pre-assignments in training
- Choosing openings and energizers
- Training instruments, assessments, and tools
- Creating supporting materials
- Testing the program
- Creating proposals
- Building rapport

What Topics are Covered in this E-Course?

- 1) What makes a good trainer?
- 2) Personal best, professional best
- 3) Being genuine
- 4) Assertiveness skills
- 5) Asking the right questions
- 6) Listening skills
- 7) Connecting with people
- 8) Defusing difficult participants
- 9) Essentials for success
- 10) Do.s and don.ts for new trainers
- 11) Defining a successful training program/trainer
- 12) Adult learning and the learning process
- 13) Principles of adult learning
- 14) Style assessment, including introvert/extrovert analysis
- 15) Applying the learning cycle
- 16) The training process (planning training, choosing methods, designing learning sequences)
- 17) Adding games
- 18) Setting the climate
- 19) Presentation skills
- 20) Dealing with difficult trainees
- 21) On-the-job training

- 22) Evaluation techniques
- 23) Mock training presentations for peer review
- 24) Preparing to learn and understanding learning
- 25) Competencies for adult educators
- 26) Accommodating learning preferences
- 27) Increasing your expertise and using existing materials
- 28) Planning a workshop, including preparing visual aids
- 29) Effective communication (incl. questioning)
- 30) Kirkpatrick.s levels of evaluation
- 31) On-the-job support
- 32) Managing stress and dealing with difficult situations
- 33) Training in different forums (i.e. virtual learning)
- 34) Mock training presentations