ADVANCED TRAINING OF TRAINERS (MASTER TRAINER) COURSE

Introduction

Organisations that train at scale need trainers who can develop other trainers, not only deliver sessions. This advanced programme prepares experienced trainers to lead training functions: to design multi-course curricula, supervise and certify other trainers, assure the quality of delivery across teams, and prove the results of training to management and funders. Participants work on their own training programmes throughout, and leave with a reviewed curriculum, an assessment plan and a trainer-development framework they can apply immediately. It assumes prior training experience or completion of a Training of Trainers course.

Course Objectives

- Lead and quality-assure a training function across multiple trainers and programmes
- Coach, observe and give structured feedback to other trainers
- Design multi-course curricula and learning pathways
- Set and apply training quality standards and trainer competency frameworks
- Certify trainers through structured assessment and moderation
- Manage training budgets, logistics and vendor selection
- Evaluate learning impact and report it to executives and funders
- Build a community of practice that keeps trainers improving

Course Modules

> Module 1: The Master Trainer Role

- From trainer to trainer of trainers
- Training function operating models
- Quality standards and codes of practice
- Ethics and professional conduct

- Benchmarking against international frameworks

> Module 2: Curriculum Architecture
- Learning pathways and course laddering
- Mapping competencies across courses
- Sequencing and prerequisites
- Modular and blended design
- Accreditation considerations

> Module 3: Developing and Coaching Other Trainers
- Trainer competency frameworks
- Observation and feedback models
- Coaching conversations with trainers
- Handling underperformance
- Building confidence in new trainers

> Module 4: Assessment, Moderation and Certification
- Designing valid assessments
- Practical and portfolio assessment
- Moderation and verification
- Assessment records and data protection
- Issuing and defending certificates

> Module 5: Quality Assurance of Training Delivery
- Session observation tools
- Participant feedback instruments
- Materials review and version control
- Continuous improvement cycles
- Consistency across venues and online delivery

> Module 6: Managing the Training Function
- Annual training calendars
- Budgeting and cost per participant
- Venues, logistics and vendor selection
- Managing associate and freelance trainers
- Risk and contingency planning

> Module 7: Measuring and Reporting Impact

- Kirkpatrick levels and return on investment
- Baseline and follow-up measurement
- Linking training to performance data
- Reporting to executives and boards
- Donor and regulator reporting

> Module 8: Leading a Community of Practice

- Peer learning structures
- Knowledge repositories and content libraries
- Mentoring pipelines for new trainers
- Keeping content current
- Scaling training across regions