TRAINING OF TRAINERS (TOT) COURSE

Introduction

In today's knowledge-driven economy, the ability to build human capital is a strategic advantage. Governments, international development agencies, corporations, non-governmental organisations, educational institutions, and humanitarian organisations increasingly rely on highly competent trainers to strengthen institutional capacity, facilitate organizational transformation, support policy implementation, and improve programme outcomes. Effective trainers do more than transfer knowledge—they inspire learning, develop competencies, influence behaviour, and enable sustainable performance improvement. The Executive Programme in Training of Trainers (ToT) is an internationally oriented professional development programme designed to prepare participants to become exceptional trainers, facilitators, and learning professionals capable of designing, delivering, and evaluating world-class training programmes across diverse cultural, organizational, and international contexts. Built on globally recognized adult learning principles and international best practices in learning and development, the programme combines instructional design, facilitation excellence, communication, coaching, assessment, digital learning technologies, and learning impact evaluation to produce trainers who can confidently deliver high-quality capacity-building interventions for local, regional, and international audiences. A distinctive feature of the programme is its strong emphasis on experiential learning and practical application. Participants engage in instructional design workshops, simulations, facilitation laboratories, coaching sessions, peer learning, and intensive micro-teaching exercises where they receive personalized feedback from experienced facilitators. This practical approach enables participants to refine their facilitation techniques, strengthen their presentation and communication skills, and build the confidence required to train diverse audiences effectively. Recognizing the rapid transformation of workplace learning, the programme also prepares participants to leverage emerging digital technologies in modern training environments

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Location Thika & Nairobi

Course Objectives

- Apply adult learning principles in training delivery.
- Design effective and learner-centred training programmes.
- Prepare comprehensive training plans and session guides.
- Deliver engaging and interactive training sessions.
- Apply a variety of facilitation techniques and instructional methods.
- Manage group dynamics and encourage learner participation.
- Design and use appropriate training materials and learning aids.
- Conduct effective training assessments and evaluations.
- Integrate digital tools and technology into training delivery.
- Demonstrate confidence and professionalism as a trainer and facilitator

Course Modules

> Module 1: Principles of Adult Learning and Training

- Understanding Adult Learning Principles (Andragogy)
- Characteristics of Adult Learners
- Learning Styles and Preferences
- Competency-Based Training
- Roles and Responsibilities of a Professional Trainer

> Module 2: Training Needs Assessment and Learning Design

- Conducting Training Needs Assessments (TNA)
- Identifying Learning Gaps
- Developing Learning Outcomes
- Writing SMART Training Objectives
- Aligning Training with Organizational Goals

> Module 3: Curriculum Development & Instructional Design

- Principles of Curriculum Development
- Structuring Training Programmes
- Designing Training Sessions
- Developing Lesson Plans
- Selecting Appropriate Learning Resources

> Module 4: Training Materials Development

- Developing Participant Manuals
- Preparing Facilitator Guides
- Designing PowerPoint Presentations
- Developing Practical Exercises
- Creating Job Aids and Learning Resources

> Module 5: Facilitation Techniques & Presentation Skills
- Effective Communication
- Public Speaking
- Facilitation Techniques
- Questioning Techniques
- Managing Participant Engagement

> Module 6: Managing Learning Environments & Group Dynamics
- Creating Inclusive Learning Environments
- Managing Group Dynamics
- Handling Difficult Participants
- Conflict Resolution

> Module 7: Digital Learning & Technology Integration
- Virtual Facilitation Skills
- Online Learning Platforms
- AI Tools for Trainers
- Interactive Digital Learning
- Blended Learning Approaches

> Module 8: Assessment, Monitoring and Evaluation
- Assessing Learning Outcomes
- Designing Assessments
- Giving Constructive Feedback
- Monitoring Participant Progress
- Evaluating Training Effectiveness (Kirkpatrick Model)

> Module 9: Professional Ethics, Coaching & Mentorship
- Ethics in Training
- Coaching vs Mentoring
- Professional Development

- Building Trainer Credibility
- Personal Branding for Trainers

> Module 10: Micro-Teaching

- Planning and delivering a structured 10–15-minute training session.
- Applying effective facilitation, communication, and presentation techniques.
- Using appropriate training methods, learning aids, and digital tools.
- Receiving and incorporating peer and facilitator feedback to improve training effectiveness