



CERTIFIED HIGH PERFORMANCE TRAINING SKILLS WORKSHOP (CHPTS)



Potential Delegates

Aims at trainers, training managers and presenters who want to develop skills, self confidence and key knowledge in this field. This practical course brings new rewards and enjoyment to their role.

Managers who wish to prepare to participate in Field training /Technical Training and development, Departmental Heads or Supervisor staff wishing to help their subordinates to deliver their job professionally & LASTLY any practicing training professionals

Benefits

DEVELOP relationship with delegates to create a learning environment

DELIVER the course with powerful tool and training techniques that enhances training session

CONNECT with delegates through multiple intelligence that facilitate learning.

Help Delegates **REINFORCE** learning's drawn in every session

SELECT creative and interesting session substance and style

UTILISE individual and group activities to draw required learning.

TRANSFER training skills that makes delegates more competent in training profession

APPLY learning strategies that gains momentum and interest to draw action plans for future training program

Program Objectives

To succeed in this challenging & competitive learning environment, knowledge enablers must be able to :

- Acquire in-depth understanding of accelerated learning and why it works
- Receive practical strategies to raise the achievement levels of learners in your organization
- Ensure that training has a positive impact on the bottom line
- How people learn best and different learning styles
- Discover powerful tools and techniques to increase learning
- Get learners totally involved
- Speed up and enhance learning
- Understand what is new in the training world

Program Methodology

- Conceptual Inputs
- Journal Work
- Video Led Discussions
- Case Analysis
- Presentations / Exercises
- Assignments



Contact us at

KINNESQUI

Training Centre

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(CHPTS) – CERTIFICATION PROCESS



Attend three months Workshop



Submit the assignment with complete program design and instructional design within 4 months on a One / Two Days Module wrt training topic of participant's choice



Assessment of assignment by designated board of Examiners by TQMS Global within one month of Submission of Assignments



Viva voce examination conducted by Board of Examiners on behalf of TQMS Global (half day interaction with all participants)



Presentation of certificates within 15 days from viva-voce examination.

Other Complimentary Services

Library Services	Library Services (Books are available for reference only)	Library Services (Books are available for reference only)	Library Services (Books are available for reference only)
Course Material	Course material Copy	Course Material Copy	Course Material Copy with International Reading Material
Observational Studies		Observation of TQMS Global's training workshop	Observation for training workshop
Session Execution		One Practical Session Delivery	One Practical Session Delivery
Research Paper on Training & Development			Participation in a Research paper Writing for TQMS Global Website / journal
Pre Training Research Work			Participation in Development Need Analysis Research
Books on Exercises / Games			One Copy

Key Training Topics

The Training Cycle

- Setting training objectives/aligning with the business
- Aligning training with the business needs the Development Need Analysis way
- Aligning training and the business strategy, the customizing way,
- The role and responsibility of the trainer
- Identifying training needs/linking to appraisals / potentials
- Construction of Training design
- Preparing & writing training objectives

How Participants Learn?

- The structure of a presentation
- Strategies to enhance attention span of the audience
- Analyzing your training style & adapting your training style to learner needs

Training Designing, Planning & Preparation

- Plan and prepare the learning program
- Specify the learning objectives
- Plan content, methods and resources
- Complete the program plan
- Specify the requirements for each learning session
- Complete session plans along with the plan for evaluation

Practice Training & Learning in Action

- Facilitating active learning
- Give instruction and demonstration
- Use visual aids
- Manage the learning environment
- Motivate & Encourage Participants
- Guide & Support Participants

Assessing Progress and Achievements

- Prepare formative & summative Participants assessments
- Provide feedback about progress

Effective Training Skills

- Process of Information Giving / Receiving
- Listening & Paraphrasing
- Notes taking & Summarizing
- Observing and listening
- Analyzing options
- Helping others learn from experiences – The ROPE Concept
- Dealing with questions from the floor & difficult audience

Size up your Training Session

- The effects of room layout
- Using images, games, stories, music, and memory devices to improve learning
- Ice breakers, energizers to liven up training
- Gathering, selecting and checking the information
- Designing the structure: Introductions and summaries

Evaluation of Training & Learning

- Evaluate learning & plan improvements
- Evaluate own practices
- Complete a professional development plan

Putting it all together

- Practical sessions and feedback
- Creating a plan of action to take back

Practical Video Led Feedback session at the workshop will be provided. This gives feedback and helps delegates to review and set their own goals in order to develop their skills in professional training development. The training days will incorporate practice session to small and large audience set (Based on number of attendees) with practical exercises to consolidate learning's. Delegates will leave the course with a personal action plan.

Venue:

KINNESQUI
Training Centre

Duration :

36 hours
Three Months,
Once a Week,
Evening/ Weekend
Sessions of 3 hours each

Program Marketed by



Kinnesqui

Connecting body, mind & soul
A division of TQMS

TQMS Certified High Performance Training Skills for Trainers
(CHPTS)