



In Association With



Kingdom of Bahrain



**CERTIFIED
INTERNATIONAL
PROFESSIONAL
TRAINER - CIPT**

The **way** forward to developing
Professional Trainers



About IFTDO

The International Federation of Training and Development Organizations (IFTDO) was founded in Geneva, Switzerland in 1972.

It was founded in order to develop and maintain a worldwide network committed to the identification, development and transfer of knowledge, skills and technology to enhance personal growth, human performance, productivity and sustainable development. IFTDO is a UK registered charity and non-profitable organization and It is composed of Full Members, Associate Members & reciprocal Members.



COURSE OVERVIEW

CIPT is an intensive training program intended for potential or less experienced trainers and educators; to optimize and professionalize the methodology they follow in the training. “CIPT” program particularly focuses on the personal training style and equips the trainers with sets of skills and knowledge they need.

This program is unlike the ordinary other programs which are lecture and academic theory-based. At its core, the program is participant-centered and practical. It uses action-oriented exercises, in-depth discussions and feedback, and high levels of delegate participation. Thus, our “CIPT” program reveals all the pieces of the puzzle that creates an elite master trainer.



COURSE LEARNING OBJECTIVES

1

Understand the differences in learning preferences by different learners.

2

Design effective and different training documents, such as lesson plans, trainer notes, participant-oriented learning materials and exercises.

3

Use training activities and alternatives to lecture, strategize for different learning needs, and create effective questioning techniques.

4

Manage and encourage participants of all backgrounds and learning styles.

5

Build rapport with delegates to influence the learning intake.

6

Create a suitable and practical learning space using various seating patterns.

7

Address challenging participants and all types of disruptive behavior, as well as handle difficult questions.

8

Present and facilitate a training program by knowing the types of training tools used to enhance learning & how to deploy them effectively; such as PowerPoint, flip charts & audio-visual experience.

9

Use different types of training games for an enhanced and accelerated learning practices.

10

Use your voice and body correctly and appropriately as a professional trainer.

11

Understand the basics of the andragogy theory (adult education), & how to prepare for & facilitate an effective training program.

12

Acquire a foundation in designing a training program content, conducting a training needs assessment, developing learning objectives, & evaluating the impact of your training initiatives.

13

Learn & employ effective training techniques to deliver a fruitful training session, manage participants, utilize various learning styles, create an effective & positive learning environment, & manage classroom challenges.

14

Utilize the gaming technique to stimulate creative thinking, competitiveness, and enhanced learning practices throughout sessions and activities.

15

Develop engaging & enjoyable training solutions that are learner-centered.

Upon the completion of this program, the participant will be able to:

COURSE OUTLINE

Module 01

Introduction & General Definitions

- Definition of Training
- Difference Between Training & Teaching
- Various Training Tools
- Advantages & disadvantages of different tools
- How to Use a Blended Learning Approach
- Essential Skills for Effective Trainers
- Understanding Training Delivery Process
- Managing Trainees' Expectation at Each Point in the Training Delivery Process
- Different Roles of The Trainer at Each Point of the Training Delivery Process

Module 02

Understanding Training as a Tool

- Theories on Adult Learning
- Main Characteristics of Adult Learners
- Facts about Adult Learning
- How to Motivate Adult Learners
- Types of Learners
- Using Personality Type Indicators in Defining Your Audience
- Creating a Dynamic Training Environment Through "Cultural Intelligence"
- Factors Affecting Learning
- Training and Recalling Information
- Understanding Attention Span for Adults

COURSE OUTLINE

Module 03

Purpose of Assessment

- Training Needs Assessment
- Sample Needs Assessment
- Levels of Analysis and Questions Checklist

Module 04

Training Logistics

- Creating Optimal Physical Learning Environment
- Equipment
- Seating
- Venue
- Catering
- Breaks
- Other considerations

Module 05

Personal Development Plan

- Personal SWOT Analysis
- Designing Personal Development Plan

COURSE OUTLINE

Module 06

Developing Training Content

- Defining Learning Needs
- Designing Assessment Plans
- Defining Training Objectives
- Writing Learning Outcomes
- Content Design
- Preparing Lesson Plans
- Profiling Learners
- Methods of Delivery
- Developing and Using Case Studies
- Ice breakers & Energizers
- Class Games and Activities
- Developing Handouts
- Teaching and Visual Aids
- Developing Assessment Criteria
- Designing Tests and Evaluation Tools
- Designing Trainer's and Training Evaluation
- Understand and Apply Different Techniques for Participants Evaluation

COURSE OUTLINE

Module 07

Mastering the Training Delivery

- Preparing an Effective Presentation
- Tips for Delivering Effective Presentations and Lectures
- How to Make Lectures and Presentations More Interactive and Attractive
- Handling Questions
- Managing Difficult Audience
- Mastering Body Language
- Managing & Coping with Training Delivery Nerves
- Creating Great Openings
- The Trainer's Brand

Module 08

- Delivering an Actual Training Session 20 minutes by each trainee - observed by the Assessor

TRAINING DELIVERY METHODOLOGY

This course is delivered in a highly interactive approach, as the trainer will use different techniques, tools, case studies and attractive games through the entire course to enhance active participation. The trainer will also:

- Use practice opportunities.
- Encourage active mental & physical participation through games.
- Focus on realistic problems & participation

In addition to the above, the trainer will utilize almost eight to ten methods such as the ones shown above in order to achieve the main objectives of the course.



TRAINER PROFILE

Chris McDonagh, Senior Partner and consultant with CMD Group, is an experienced and sought-after trainer and speaker in Ireland and the UK. His approach to Training reflects his considerable experience working with a huge range of public and private sector clients in Europe.

Chris's motivation and enthusiasm together with his high energy level brings life to a classroom and energises the learners. His real-life experiences coupled with his thorough knowledge of the subject matter ensures all learners will gain an abundance of skills that will transfer to the workplace.

Learners are encouraged to participate in a "safe Environment" and experience the behavioral changes for themselves to gain an understanding of how doing things differently might feel.

Chris is a former Trainer for the National State Training Agency FAS. For the past 26 years he has built up a very successful Training Business in Ireland and the UK. His ability to reach out to everyone regardless of their position or status makes him a trainer of choice.

Memberships:


(With multiple international memberships, such as being a member of the European Mentor & Coaching Council)

- Member of Council- Irish Institute of Training and Development.
- Member of British Institute of Training and Development.
- Member of the European Mentor & Coaching Council.

Trainer Testimony:

"Chris delivered a five-day training course in Southampton with passion, soul and enthusiasm. This coupled with his convincing & practical demeanour provided the impetus I needed to move forward in my career with confidence."

(Lyndon Jones, Director at BIC innovation Ltd)



**Chris
McDonagh**

21,000
TRAINEES

450
No. of Certified Trainers Trained

More than **31** years of training experience

Training Specialism in:

- Leadership & Management
- Training & Development

Qualifications:

- Certified Trainer – Quality & Qualifications Ireland & Institute of Training & Development.
- Certified Mediator – Mediation Training Ireland
- Certified Harrison Debriefing – Harrison Assessments
- Quality Assured Leadership & Management Trainer / Assessor – Institute of Leadership & Management.
- Certified RPL Mentor & Assessor – Waterford Institute of Technology.

ENROLLED PARTICIPANTS SHOULD POSSESS THE FOLLOWING CRITERIA:

- Have a minimum of three years in the training and facilitating profession.
- Be familiar with effective training techniques and how to apply them.
- Have an experience with designing and developing engaging, learner-centered training solutions.
- Have completed an intermediate certificate program in training from a distinguished local or international awarding body.

ASSESSMENT TOOLS

- Written Test
- 20 minutes of actual delivery of professional presentation in front of other trainees / trainer.
- Trainees will be awarded their achievement certificate based on UK academic grading.

TRAINING DURATION

80 Hours

50 Hours
Training

20 Hours
Read, Study / preparation

10 Hours
Each trainee has to do a 20 minutes presentation

INVESTMENT

Fees Per Participant:

- ~~BD 850~~ or ~~\$ 2,250~~

New Fees:

- BD 595 or \$ 1,575

* This special discount is offered to the first 2 batches only.

Includes:

- Trainer's fees
- Training material & handouts
- Hard and soft copy of CIPT certificate
- Soft copy of personalized trainer guide for each participant.

CERTIFIED

INTERNATIONAL PROFESSIONAL TRAINER – CIPT

TRAINING SCHEDULE

- 3 days a week
- Either: (SAT/MON/WED) or (SUN/TUE/THRU)

TIMING

- 3.00pm to 5.30pm or 7.00pm to 9.30pm

Training will be conducted virtually due to Corona-virus but can be conducted face to face in the near future

LAPTOP OR COMPUTERS

Registered participants are recommended to attend the course using a Laptop or a personal Computer and not their mobiles on the platform dedicated specially for such courses by Origin Training Centre.

About Origin

Origin Training Centre (OTC) is an arm of Origin Group which was established in 1998, a leading company in Human Capital Development in the GCC and the MENA region.

OTC was established with an approach to train, enhance and develop Human Capital, ranging from employees of the private and public sectors in addition to job seekers. The training is delivered in a simulative and innovative methodology and digitized solutions taking into consideration the market needs and trends.

ORIGIN[®]
TRAINING CENTRE





How To Register:

- By calling Origin Training Centre
- Email or fax
- Online registration through our website
- **Physical meeting with the course coordinator Ms. Afnan A. Aziz**

ORIGIN[®]
TRAINING CENTRE

Jeera II 6th floor | Building 2347 | Road 2830 | Block 428
P.O. Box 24040 | Seef District | Kingdom of Bahrain

☎ +973 17 552 078 • +973 17 552 878 | 📍 +973 3729 2111 • +973 37 746 377 • +973 37 700 433
✉ otc@origin.com.bh | 🌐 www.otcbahrain.com | 📱 f in t y OTCBahrain

ORIGIN[®]
INTERNATIONAL

Kingdom of Saudi Arabia

📍 +966 560 510 625 | ✉ info@originintl.co | 🌐 www.originintl.co

الأصائل للمؤتمرات
Al-Assayel for Conferences

Sultanate of Oman

📍 +968 9858 3002 | ✉ Info@alassayel.com.om | 🌐 www.alassayel.com.om