



## CERTIFIED TRAIN THE TRAINER

**Dates:** 18-22 May 2025 (Sunday - Thursday)

**Duration:** 5 days - 30 hours (6 Hours per day)

### Key Learning Objectives:

- By the end of this course, participants will be able to:
- Understand the role and responsibilities of a trainer.
- Identify the skills required in successful trainers
- List various adult learning principles and their implications on the delivery of training
- Identify different learning styles and training methodologies.
- Develop skills to assess training needs.
- Learn how to design training materials and create blueprints for sessions.
- Develop the ability to create clear training learning objectives.
- Create materials tailored to different audiences.
- Master various presentation and facilitation techniques.
- Build confidence in public speaking and group engagement.
- Learn to manage group dynamics effectively.
- Examine training methods and determine the most appropriate ones
- Understand the importance of evaluating training effectiveness.
- Learn various assessment methods.
- Develop skills to provide constructive feedback.
- Prepare and deliver a training session in their area of expertise

### Contents Highlights:

- Adult learning principles
- Learning styles (Visual, Auditory, Kinesthetic)
- Essentials of a successful trainer
- Developing Training objectives and outcomes
- Curriculum design
- Creating engaging training materials
- Session planning
- Audience analysis
- Building rapport with participants-Icebreakers, energisers, reviews
- Presentation skills
- Listening skills
- Facilitation techniques
- Handling difficult participants
- Engaging participants through interactive methods
- Use of on-line tools and quizzes
- Types of assessments (formative and summative)
- Evaluation techniques (surveys, quizzes, feedback)



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### Training Methods:

Power point presentation, lecture, interactive discussions, exercises, cases, quizzes, videos, practical assessment (Presenting a training session)

### Certification:

CBFS Certificate of Completion for participants who attend all the days of the training and score at least 50% in the practical assessment are generated electronically upon completion of the respective requirements.

### Trainer Profile:

#### DR. YAQOOB AL GHATRIFI



Assistant Professor at the College of Banking and Financial Studies (CBFS). Additionally, he is responsible for the internationalisation and external cooperation at CBFS. He has a PhD in Education specialising in Developing Academic Teachers at the Tertiary level from the University of Reading. He also holds an MA and a BA in TESOL from the University of Leeds. Over the years, he has held several administrative positions, including Program Director of English at the Ministry of Higher Education, and HoDs. His interests include educator cognition & development, business communication and management. He is a certified trainer, external examiner and reviewer. He conducts training in business communication, business writing, public speaking and presentation skills.

**For registrations and enquiries, please contact:**

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