

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Professional Master Trainer

Code	City	hotel	Start	End	price	Language - Hours
HT-230SA	Jeddah	Hotel Meeting Room	2027-06-06	2027-06-10	9950 SR	En - 25

Introduction

This workshop is specifically intended for personnel who have to give training, presentations or deliver instruction.

In a world where the swift transfer of information has to be, clear and concise –the mastery of information transfer through training is essential. This workshop will provide all the necessary techniques and the latest thinking to make participants successful – presented by a world known master trainer.

Objectives

- To understand and be able to incorporate techniques to aid others understand skills, knowledge, competence or performance topics given through training
- Be able to construct training and presentations to match attention spans and retention ability of the participants
- Be able to select or design tests to be used in training
- Be able to provide presentations using the industry standard - PowerPoint media
- Be able to deliver any presentation using, course manual, Instructors manual and visual aids
- Be able to decide on software that can be added to PowerPoint to enhance visual aids
- Be able to select and insert video into PowerPoint in a seamless manner
- Demonstrate mastery of the skills learnt through practical coaching during the course
- Be able to identify others learning styles in order for you to present effectively
- Be able to construct materials to a standard

Training Methodology

Together with your fellow participants you bring a wide variety of experience and resources to the program. The course facilitator’s role is to help you learn for yourself and to assist you as you make sense of new ideas and techniques that you can use. We learn things as we try them out, you will be guided trough the learning step by step using your own material as a practical base for development –seeing your incremental improvement throughout the week. Supporting videos and group work will aid your learning experience.

Organisational Impact

Effective presentation and instruction is a key requirement. Organisations supporting this workshop will achieve a common –high standard approach using a proven methodology.

Organisations should be able to see a marked and measurable improvement from all participants.

Personal Impact

Master a key skill and build your confidence with some outstanding techniques and methods. You will be able to improve on your own material and work on it through out the programme, making this course very specific to you and what you are likely to train.

- To use the latest techniques
- Be able to select software that will add to the visual impact of your courses
- Get a complete understanding of how learning takes place
- Master body language
- Know and be able to set up in a professional manner
- Master dealing with difficult or un interested participants

Competencies Emphasized

- Planning
- Construction of presentation materials
- Information Transfer
- Inter personal skills
- Training delivery skills

SEMINAR OUTLINE

DAY 1

Understanding how knowledge transfer takes place

- Introductions
- Your presentation material – first presentation
- How people absorb information
- Retention ability –Rackman principal
- Learning times and cycles –long sessions are not best
- Discover your own learning and teaching styles – Questionnaire and feed back
- WIIFM –build this into every presentation

DAY 2

Designing your presentation –outline plan

- Assessing the needs of your group
- Writing the material using the three stage approach
- Understanding the power of visual aids (including engineering and technical objects and photographs)
- The need for reinforcing handouts

- Use of specialist software

DAY 3

Visual aids-Use and construction of dynamic visuals and other aids

- The power of visual aids – demonstrations
- How to use powerpoint to maximum effect, integrating other software
- Sequencing difficult processes of engineering drawings and complex issues
- Practice

DAY 4

Delivey techniques –from theory to perfection

- Positioning –demonstration and practice
- How to use body language to your advantage –to build agreement and to maintain control. Video
- Use of and control of questions
- Testing understanding – soft and hard techniques
- Building commitment for action
- Use of physical examples- props
- Group involvement

DAY 5

Implementing your new skills

- Practice and final presentations
- Course facilitator’s final critique
- Presentations of certificates

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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