

Become a Corporate Trainer

Certified Master Trainer



Five Day Master Training
for Professional Trainers

Learn the Art
of Making
Things
Easy
for Others

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 IKTAR.training

5 Day

*Train the Trainer Course
for Professional Trainers -*

TOT

Certified Master Trainer

Five-Day Train the Trainer Course

Become a Skilful Professional Corporate

This Train the Trainer Course is based on ADDIE - Analysis, Design, Development, Implementation, and Evaluation that are needed attributes of a skilled training professional, and is specifically designed for young trainers, new trainers or professionals who intend to start their career as a training professional

Methodology:

Presentation, Group Work, Simulations, Brain Storming, Application Activities, Skill Building Exercises, Demo Trainings, 'Expect-the-Unexpected'

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“Learn the Art of Making Things Easy for Others”

Brief Contents of Training Program:

Pre-Training

- Planning an Effective TNA
- Selecting the appropriate e Needs to be trained from TNA
- How to Choose the Participants
- Planning, Preparing & Testing Training Room
- Planning relevant Logistics
- Designing Logistic Check List for Every Training Session
- Identifying Right Curriculum Requirements
- Identifying & Selecting Right Goals & Objectives
- Planning & Designing Curriculum Effectively
- Dos and Don'ts of Curriculum Making
- Types of Manual
- Preparing Manual and Slides Effectively

Training Conduct

- Introduction, ICE breakers and Power Start
- Principles of Adult Learning / Theories & the Application
- What influences Learning process/curve
- Monitoring & Using Learning Process Effectively
- Applying Motivation (+ Brief Motivational Theories)
- Engaging Memory for Better Retention
- Effective use of Verbal and Non-Verbal Communication
- Developing and Using Effectively Facilitation Skills
- Commonly Used Training Techniques, merits & demerits
- Engaging & Involving participants
- Preparing & Using Creating Effective Training Aids
- Competency Based Training
- Designing and Using Training Games/Activities Purposefully
- Effective Close
- Handling Q&A
- Do's & Don'ts of Training

Post Training

- Participants' Feedback
- Participants' Assessment Reports
- Self-Analysis – List of things to 'Improve'

Certified Master Trainer

Course Details:

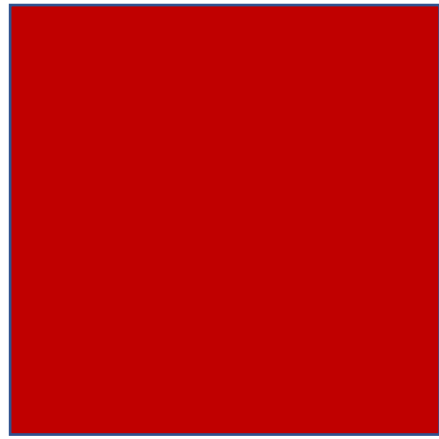
For further details & registration email to

tot@IKTAR.org

To Confirm Your Seat, please courier your duly filled registration form and payment via crossed cheque / pay order in favour of: **'IKTAR'** at least one week before workshop to:

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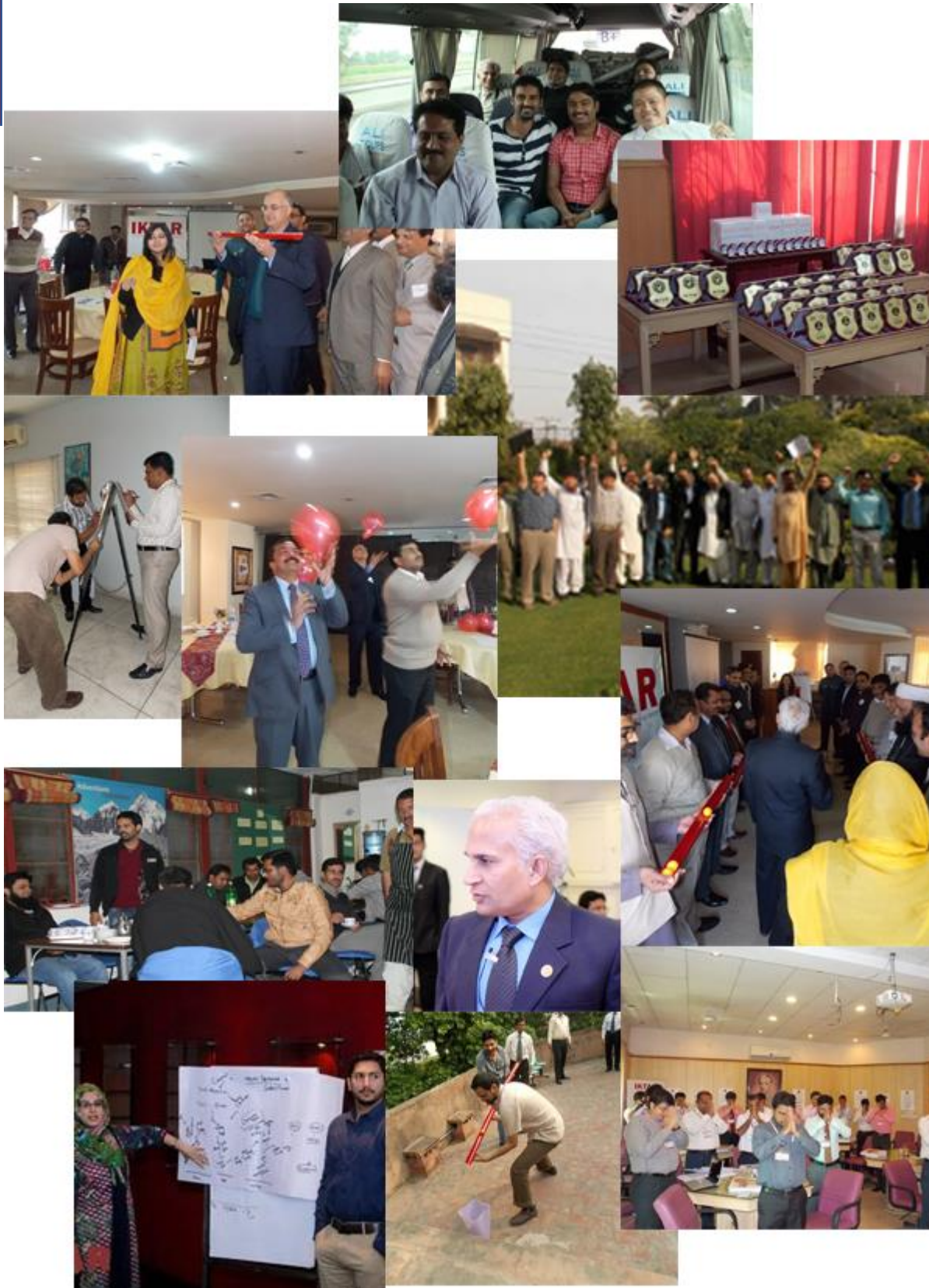


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Few Glimpses from IKTAR Training Workshops



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Shafqat Jilani

Certified Corporate Trainer
Management Consultant
Motivational Speaker
Life Skills Coach
e-Strategist

Expertise in Developing:

- > Behavioral Change
- > Cognitive Skills
- > Leadership Skills
- > Managerial Skills
- > Organizational Change
- > e-Commerce Solutions

Shafqat Jilani is an expert SSD professional and certified Master Trainer of Futures Group Washington DC. He has manifold professional exposure in competitive selling, international marketing, market research, team management, working leadership, project management and personal skills development in MNC environment. He has conducted more than eight hundred training workshops over twenty five years of his working as trainer & consultant. Shafqat is also providing consultation to corporate clients in strategy formulation, capacity enhancement, project management, market share management, niche navigation, winning customer satisfaction, meeting social responsibility and bettering corporate environment.



Shafqat has more than 800 soft skill development training programs on his credit

More than 25 years experience, in sales, Business Management, Human Resource, Training, Capacity Building and Organizational Development

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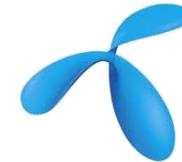
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