



# Train the Trainer Certificate Course

## The Definite Solution for Internal Training

### SUMMARY

Training staff is an on-going and mandatory process. All companies who want their employees to be at the top of their game needs to be regularled trained, developed and followed. This CLPD course allows companies to achieve that goal.

Upon completion, participants will be able to:

- Describe the training cycle
- Identify and determine the need for training—what, who, and how
- Write effective learning objectives
- Design exercises and questions that encourage learning
- Prepare yourself and participants for training
- Manage and encourage participants of all backgrounds and learning styles
- Address challenging participants and behaviors
- Evaluate program impact at different levels using a variety of methods
- Identify the five levels of evaluation

### MODULES

- **Being a trainer**
  - How to grab attention quickly and hold on to it
  - The training cycle and process
- **What do we train?**
  - Needs assessment and analysis
  - How to collect reliable data
  - Creating learning objectives from the results and setting appropriate levels of learning

**TUITION COST:**  
**\$450**



**KEY OBJECTIVE:** Provide the best training experience and value to your participants

**LEVEL:** Mid-Level Managers

**DURATION:** 2 days

#### KEY BENEFITS

- Identification of the needs for training
- Ability to craft efficient learning objectives, use learning materials and design learning exercises
- Improvement of the knowledge and its uses within the company

#### TARGET AUDIENCE

For existing and future personnel involved in education activities who want to improve their people.

- **Planning and preparing for training**
  - Adults learn different from children
  - Designing your course
  - Designing everything else
  - The steps to effective training
- **Ending the training loop**
  - It never ends
  - Evaluation
  - Assessment

## THE CENTER FOR LEADERSHIP AND PROFESSIONAL DEVELOPMENT



The Center for Leadership and Professional Development (CLPD) was created by the American University of Phnom Penh (AUPP) to offer world-class qualified learning and development solutions to professionals and employers in Cambodia.

For individuals who want to advance their careers or companies who want to develop their employees, our Diploma and Certificate Programs provide practical on-the-job skills that can be used right away to improve the quality and output of work. Our courses are dynamic, powerful and produce results at all levels of your organization.

We offer over 40 courses in subjects such as Communication, Customer Service, Finance, Human Resources, Innovation, Management, Marketing, Operations, Project Management, and even Aviation, as our center is the only International Air Transport Association (IATA) Authorized Training Center in Cambodia.



### SERVICES INCLUDED

- ✓ Hard and soft copies of the course content
- ✓ Stationeries: notebook, pens, key ring...
- ✓ Presentation folder, including a \$50 voucher for any course of your choice
- ✓ Lunches for full day studies
- ✓ Snacks and drinks

*"CLPD courses are a great value for your money"*

Management Support Officer  
Prudential Cambodia

### OUR PARTNERS



Authorized  
Training Center



## The Instructor



**Thomas J. Carnahan,  
PhD**

Dr. Carnahan is a Human Resources and Hospitality expert. He has 15 years of industry experience in the public and private sector working with government and service organizations; specifically the US Department of Defense, various public safety departments in the United States, a multitude of hotels/restaurants and globally with FedEx Express.

His projects and research are mostly related to the employee life cycle (recruitment, selection and retention). He is the former Chief Science Officer of Nfoshare (an employee engagement company) and HR Business Strategist to the Vice President of Human Resources at FedEx Express. His work has received three Federal Department of Defense awards for excellence as well as a multitude of individual and team awards at FedEx Express.

Our instructors are a blend of AUPP faculty though leaders, highly experienced practitioners and subjects matters experts, with the following assets:

- 100% of them hold a postgraduate degree
- Average of 15 to 20 years of professional experience in senior roles
- All have held senior positions in prestigious organizations such as World Bank, United Nations, IATA, FedEx, ISO and British Airways