

Training of Trainers Program (Batch 36) Fayoum University

Location: Fayoum University

Duration: September 26th to 30th, 2011

Day	(9:00 – 12:00) Session (1)	12:00 – 13:00	(13:00 – 16:00) Session (2)
Monday Sep 26th	Dr. Abd Allah Shoeb Introduction and preparing a lesson plan <ul style="list-style-type: none"> • Introduction to participant • Prepare a lesson plan for training schedule • Teams and individual assignment 	Break and Open Discussion	Dr. Abd Allah Shoeb Designing training programs (1) <ul style="list-style-type: none"> • Difference between training and teaching • Adult learning • Trainer skills • Program design and training plan • Training needs assessment
Tuesday Sep 27th	Dr. Ahmed Mohamed Fahmy New trends in training, case study: Teams and Work Groups		Dr. Ahmed Mohamed Fahmy Effective design of visual aids, case study: Research Methods
Wednesday Sep 28th	Dr. Abd Allah Shoeb Designing training sessions (1) <ul style="list-style-type: none"> • Objectives • Audience profile • Expectations Design the presentation		Dr. Abd Allah Shoeb Designing training sessions (2) <ul style="list-style-type: none"> • The trainer's image • Maintaining interest • Staying out of troubles
Thursday Sep 29th	Dr. Abd Allah Shoeb Micro training: Each group and some of the participant will deliver a training session <ul style="list-style-type: none"> • Teams presentation • Individuals presentation 		Dr. Abd Allah Shoeb Micro training: plan to change <ul style="list-style-type: none"> • Presentations Feedback • Prepare an action plan to change
Friday Sep 30th	Dr. Sayed Kaseb Designing training programs (2) <ul style="list-style-type: none"> • Implementation • Evaluation (KSA) • Return on training investment 		Dr. Sayed Kaseb Program workshop and open discussion <ul style="list-style-type: none"> • Training program (Teams presentation) • Feedback • Evaluation & open discussion • Conclusion