

TRAINING & DEVELOPMENT

Certified International Professional Trainer (CIPT)



Learn more.  Do more.

أحصل على شهادة المدرب الدولي المحترف المعتمد
الممنوحة من معهد التنمية الادارية بجامعة ميزوري الامريكية
وبطاقة زمالة معهد المدراء المحترفين بالولايات المتحدة
تقديم مجموعة من خبراء IPM

وتعرف على فكر أهم خبراء التدريب في العالم.

Today's Trainers

“Those who are successful in the new age are those adept at re-orienting their own and others' activities in untried directions to bring about higher levels of Achievement.” —**Rosabeth Moss Kanter**

Harvard Business School Professor and Author

Like trainees, training specialists are not a homogenous group. The training force in an organization has grown to include acorps of subject-matter experts, in-house facilitators, retired specialists, and contract providers. Training specialists may have specialized skills in one or more of the many facets of training design and delivery; however, they are also generalists, capable of organizing training n partnership with others to ensure a good match between need and delivery.

Learning Organizations

“The ability to learn faster than your competitors May be the only sustainable competitive advantage.”

—**Arie De Geus Author and Consultant**

Learning organization is one that recognizes the desire of people to learn and grow and provides them with that opportunity to enhance the future of the organization.

These principles translate into the following three key practices that enable an organization to promote and support continuous learning:

1. The ability to learn from each other
2. The ability to learn from personal experience
3. The ability to learn from the system (that is, organization successes and failures)



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شهادة المدرب الدولي المحترف المعتمد

أحصل على ثلاث حقائب تدريب متكاملة ونماذج لتطوير وتصميم وتنفيذ وتقييم التدريب

المواد التدريبية : دليل المدرب الدولي المحترف – الجمعية الامريكية للإدارة

The Trainer's Tool Kit Second Edition Cy Charney and Kathy Conway
American Management Association

Duration: (40 Hours)

Days:

Time:

Location:

IPM - Institute Of Professional Managers.

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Fees:

Includes extensive reference materials& reference book, substantial support material, coffee breaks, personal assessment& exam's fees, and the original certificate's fees

MDI Certificate Format:

A framed certificate of completion will be awarded to class members who attend at least 80% of the 40 training hours are granted by **Management Development Institute through the College of Business Administration at Missouri State University**. Recognized by the US Department. and foreign Egyptian , Arab foreign.

What we believe? What we know?

What we DO? We are Individuals

Learning is a process, not a thing that can be seen. It is individual and personal.

First Perspective: Teaching

- *Motivation: Why people learn?*
- *Instruction: How people learn?*
- *Context: How the part fits the big picture?*
- *Explanation: Step by step, digestible small chunks.*
- *Practice: Demonstrate, practice with supervision, solo.*
- *Evaluate: Verify learning.*

Second Perspective: Empowered Learners

- Co-design.
- Customize.
- Have Identity.
- Manipulate.

James Paul Gee,

What Video Games Have to Teach us About Learning and Literacy?

الأهداف:

عند إنتهاء هذا البرنامج سوف تكون قادرا علي:

- وصف توقعات من مديبيها و موارد التدريب المتاحة للمدربين.
- وصف سمات و تفضيلات و توقعات الدارسين الكبار عامة و العملاء من المشروعات الصغيره و المتوسطة خاصة.
- تمييز اسلوبك الشخصي للتعلم و اسلوب الآخرين و تأثيره علي التدريب.
- تقديم جلسة تدريب طبقا لإرشادات.
- وصف كيفية عرض محتوى التدريب بفاعليه.
- أبتكار و استخدام مساعدات مرئيه لمساندة التدريب.
- عرض مهارات تيسير و سلوكيات و تقنيات جديده و فعاله.
- عرض الطريقه المناسبه لطرح و اجابة الأسئلة.
- إتباع الإرشادات الخاصه بإعطاء تغذيه عكسيه محدد.
- إتباع الإرشادات الخاصه بإستقبال التغذيه العكسيه بأسلوب غير دفاعي.
- وصف كيفية ادارة المواقف الصعبه في الفصل.
- ادارة جلسة تدريب مدتها ٥ دقائق مبنيه علي مقتطفات من دلائل تدريبي.
- ادارة جلسة تدريب مدتها ١٥ دقيقه مبنيه علي مقتطفات من دلائل تدريبي.
- تقييم نقاط القوه و مناطق التحسين كمدرب.

Certified International Professional Trainer (CIPT) SCHEDULE:

• 1

Introduction to Learning

The Training Cycle:

- Learning Exercise & Learning Cycle.
- Left & Right Brains.

Being an Instructor:

Questions to ask yourself.

Planning.

Psychology of Learning.

Learning Characteristics.

Learning Concepts.

Learning Generalizations.

Learning Laws.

Learning Rules.

• 2

Part I: Before the Training

Training Objectives & Roles.

- Defining the training framework.
- Identifying participants.
- Designing & conducting needs assessments: strategies & tools.
- Developing learning objectives - workshop/session.
- Defining the role of the trainer & trainees

Training Material:

- Identify and assess existing materials.
- Adapting materials.
- Identifying appropriate training techniques.

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- Recap Session.
- Trainers Time & actin plan.
- Practical Sessions.

• 3

Part I: Before the Training

Training Venue & Logistics:

- Determining & selecting training venue.
- Physical room arrangement.
- Reviewing and evaluating the training logistics & support.

Part II: During the Training

Train the Trainers:

- Identifying differences between training & teaching.
- Applying Learning Principles.
- Using Appropriate Training Techniques.
 - Trainer Positioning
 - Tips on looks and standing
 - Tips on successful trainers
 - Tips of things to avoid

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Part II: During the Training

- Training Environment:
- Creating positive learning environment.
- Creating Energy in the Training Room.
- Dynamic attention getters/energizers.
- Increasing audience buy-in and participation.
- Dealing with difficult participants.

Reinforcement & Achievement:

- Revisiting & Reinforcing Content.
- Verifying achievement of learning objectives.

Part III: After the Training:

- Selecting training and evaluation methods.
- Assessing and summarizing training experiences.
- Assessing impact of training event.
- Reporting evaluation results.
- Applying outcomes of evaluation and review.

How to keep them learning after you've stopped teaching?