

Presents....



**SHINE**  
TRAIN THE  
ONLINE TRAINER



## 3-Days Online Certification Program

Get the glory you deserve!

- Online strategies of engagement
- Advanced content curation
- Collaborative Environment

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## Introduction

As the entire learning & development ecosystem shifts to online space, the need for having effective teachers/trainers/facilitators who can deliver effective online training has gone up. Having in-house trainers is a very cost-effective way of delivering training. However in terms of quality, it is essential to ensure that your training team is as well-prepared, updated and skilled as possible.

**SHINE** will help you develop your in-house training expertise. It will prove to be a milestone in the overall development of your employees who will gain greater confidence and credibility after attending the program.

**SHINE** will help you save significant investment on generic training programs as the new team of trainers will be ready to take on Technical and non-technical training in-house assignments.



*It takes huge amount of courage and competency to stand up in front of an audience as a trainer.*

*Where do you get it from?*

**SHINE** makes it possible!

**SHINE** is a 4 days Train-The-Trainer program that enables participants to develop deeper insights into training dynamics, develop content, methodology and delivery skills to achieve the best for their organizations. The **SHINE** experience will transform potential trainers into competent trainers ready to Energize, Educate and Empower others.

## Methodology

SHINE (TTOT) is a highly interactive program that makes participants TALL – Think, Act, Laugh and Learn. Following the Adult Learning Principles, the facilitator works with participants to co-create a learning environment. The engagement is ensured through following experiential activities:



### ACTION REPLAY

- Action replay is a group exercise that's conducted after every session - at least thrice in a day. The participants recap the session learning and take turns in presenting it to their own team members. The best participant is nominated to the Moment of Glory.



- The audience is divided into several groups. At the end of each session, the groups go through ACTION REPLAY, at the end of action replay, each group elects their best member and nominates him/her for the Moment of glory. Participants from different groups come forward, display their MOG plaques and receive standing ovation.



- Anytime after explaining a concept, the participants are given some thinking time to come up with a relevant example. The one who comes up with a good example, shares it first and gets a high five from the neighboring participants. The activity makes the learning relevant, engaging and enjoyable.



- Participants get to play rotating leadership roles where they motivate, teach, inspire and evaluate fellow trainers. These program leaders also help the facilitator in keeping the program on track and meeting expectations.
- Program leaders share their learning experience and feedback.



- Frequent Energizers keep the group engaged and offer learning lesson on the relationship between physiological and psychological stimulation.



- Q&A rounds make the program more interactive and help in reinforcing learning.

## Overview

SHINE (TTT) is a highly interactive program spread over 4 days. Ideally organized over two weeks, the program is a perfect blend of informative, transformative and action learning. The 4 days are designed around 4 different themes that eventually cover a comprehensive curriculum.

Each section of the program is curated to have both educational and entertainment value at the same time. **The participants will never have a dull moment!**

### 1 The day of **ENLIGHTENMENT**

- The concepts, principles and models of training and facilitation.
- Learning styles
- Andragogy
- The 9 Habits Framework

### 2 The day of **DEVELOPMENT**

- Training needs, Research,
- Knowing your audience and adapting
- Organizing and developing Content
- Designing lesson plans and sessions
- PPTs and Audio visuals and handouts

### 3 The day of **ENGAGEMENT**

- The business side of training
- Aligning training with organizational goals
- Delivery skills (Language, Voice & Gestures)
- Classroom management
- Design thinking and Gamification

### 4 The day of **ASSESSMENT**

- Active facilitation
- Feedback and assessment
- Self & Peer evaluation
- The contest
- The rewards

SESSION	TOPICS TO BE COVERED	TIMELINE
<b>ONE</b>	Introduction & Welcome	10-11.30
	ACTIVITY 1: Chain reaction-Introduction of participants	
	Explaining Program structure, expectations and Promise	
	Making groups, leadership roles and ground rules	
	<b>T E A   B R E A K</b>	<b>11.30-11.45</b>
<b>TWO</b>	Introducing the 9 Habits Framework	11.45-1.30
	The Experiential Learning Model	
	Take your TSI (Training Skills Inventory)	
	7 Qualities of a champion trainer	
	<b>ACTION REPLAY -1 &amp; MOMENT OF GLORY</b>	
	<b>L U N C H   B R E A K</b>	<b>1.30-2.15</b>
<b>THREE</b>	Shake it Baby! Energizer to break the post-lunch lethargy	2.15-4.00
	Adult Learning Principles	
	SCORE approach/PIE Method/	
	5 Tight ropes a trainer walks	
	<b>ACTION REPLAY – 2 and MOMENT OF GLORY</b>	
	<b>T E A   B R E A K</b>	<b>4.00-4.15</b>
<b>FOUR</b>	TNA	4.15-5.30
	Developing Content	
	The TALL Principle	
	Next day's assignment	
	<b>ACTION REPLAY – 3 and MOMENT OF GLORY</b>	

SESSION	TOPICS TO BE COVERED	TIMELINE
<b>ONE</b>	FM Radio: An interactive activity that gives opportunity to almost every participant to speak and present	10-11.30
	Collecting, organizing and aligning content	
	ADDIE Model Explained	
	<b>ACTION REPLAY – 1 and MOMENT OF GLORY</b>	
	<b>T E A   B R E A   K</b>	<b>11.30-11.45</b>
<b>TWO</b>	Leadership Briefings	11.45-1.30
	Designing your PPTs	
	Avoid Death by PowerPoint	
	Developing outline/lesson plans/Handouts/worksheets	
	<b>ACTION REPLAY – 2 and MOMENT OF GLORY</b>	
	<b>L U N C H   B R E A K</b>	<b>1.30-2.15</b>
<b>THREE</b>	Delivery Skills	2.15-4.00
	Language/Voice/Non-verbal skills	
	7 Rules effective Facilitation	
	Boom-Boom: Voice Modulation Activity	
	<b>ACTION REPLAY – 3 and MOMENT OF GLORY</b>	
	<b>T E A   B R E A K</b>	<b>4.00-5.30</b>
<b>FOUR</b>	Your training territory: Participants list out possible topics for their future training assignments	
	Connect the Dots: Facilitator helps participants find appropriate content form	
	<b>ACTION REPLAY – 4 and MOMENT OF GLORY</b>	

SESSION	TOPICS TO BE COVERED	TIMELINE
<b>ONE</b>	Storytelling	10-11.30
	Emotional and psychological engagement	
	The TALL Principle	
	Knowing your audience and adapting accordingly	
	<b>T E A   B R E A K</b>	<b>11.30-11.45</b>
<b>TWO</b>	Hi5: Story telling session	11.45-1.30
	Classroom management	
	Activities and energizers and the 90/20/8 study	
	Designing activities and experience	
	<b>ACTION REPLAY – 1 and MOMENT OF GLORY</b>	
	<b>L U N C H   B R E A K</b>	<b>1.30-2.15</b>
<b>THREE</b>	Using Technology in training	2.15-4.00
	Learning on the Go	
	Co-creating a learning environment with participants	
	<b>QUERIES &amp; SUPPORT: Participants are offered help and guidance on preparing their presentations</b>	
	<b>T E A   B R E A K</b>	<b>4.00-5.30</b>
<b>FOUR</b>	Video Watch: Participants watch a video and grasps the training essentials	
	Discussion and debrief by participants	
	Discussion and debrief by the facilitator	
	<b>ACTION REPLAY – 2 and MOMENT OF GLORY</b>	

SESSION	TOPICS TO BE COVERED	TIMELINE
<b>ONE</b>	Model Presentation	10-11.30
	Model evaluation and feedback	
	The ASA Approach to evaluation	
	The Kirckpatrick Model of evaluation & ROI	
	<b>T E A   B R E A K</b>	11.30-11.45
<b>TWO</b>	INTRODUCING THE SHINE Contest	11.45-1.30
	Introducing the jury and evaluation process	
	The Audience is split into 2-3 groups, to manage time. The group members make their presentations.	
	Each member receives a thorough evaluation from an evaluator	
	Each group nominates 1-2-3 winners to participate in the finals	
	<b>L U N C H   B R E A K</b>	1.30-2.15
<b>THREE</b>	<b>Setting the stage: The FINALE</b>	2.15-4.00
	6 to 9 participants make short presentations of 10 mins each	
	The final presentations are recorded and shared for future learning	
	Comments from the expert panelists	
	Collection of ballots/Audience poll	
	<b>T E A   B R E A K</b>	4.00-4.15
<b>FOUR</b>	Participants feedback and sharing of experience	4.15-5.30
	The post program follow-up and learning	
	Awards/Certificates and Group photo	