3 Days Interactive Workshop on
Training of Professional Trainers
October 15 - 17, 2019 | Islamabad

Workshop Fee: Rs. 35,000 per person.

INTRODUCTION
Becoming an outclass Master Trainer means a professional having expertise in knowledge management, effective communication, and quick analytical skills. A profession trainer is considered the most valuable person in the developed and developing world. Training by the professionals gives you optimum satisfaction on the one hand, and on the other it is the fastest growing occupation, which pays back highest returns on investment. This training workshop is an opportunity for the potential trainers to enhance their technical skills and knowledge to become master trainers by learning new approaches and knowledge management styles. This workshop is designed for mid career and senior professionals.

REGISTRATION FEE & DISCOUNTS
Rs. 35,000/- per person payable through cross-cheque /bank-drafts/pay orders in favour of Sustainable Development Policy Institute. All payments should be sent to the Manager Finance, Sustainable Development Policy Institute. This fee will cover the cost of stationery, lunch, tea, group photograph and certificate. Various categories of discount are available for women, students, SDPI members and more than two nominations. HRDN members can also get discount. For details visit our website or contact the focal persons, mentioned in this brochure.

LEARNING OBJECTIVES
After attending the three-day comprehensive training workshop, the participants will be able to:
- Learn techniques of assessing training needs for formulating appropriate learning objectives
- Understand the process and key concepts in adult learning
- Build rapport in group settings and understand group dynamics
- Describe training methods and techniques suitable for trainings
- Effectively evaluate the training event
- Assess post-training on-the-job application of acquired skills

TRAINER: Mr. Asad Awan is renowned human resource and development practitioner. He has been actively engaged in training of trainers and consultancy management for last 22 Mr. Awan has a unique experience of training with embassies, high commissions, diplomatic and foreign missions, donor agencies, international NGOs and multinational companies. He possesses master’s degree in English language and literature as well as business administration with major in marketing. His training/consultancy experience includes both the public and private sectors assignments. His major areas of specialization are: Human Resource Training/development, Business Communication, Corporate Relations, Customer Care, and language trainings. He is the visiting faculty at SDPI.

KEY TENTATIVE CONTENTS
- What makes a good trainer
- Tuning your facilitation skills
- Creating a relaxed and interactive training environment
- Using training aides effectively
- Practical demonstration
- Training program design and planning
- Learning processes and principles of adult learning
- Assessing and evaluating training

Note: Contents will be finalized based on the learning needs of registered participants.

WHO SHOULD ATTEND?
The workshop is designed for trainers, senior managers, faculty members, educators and HR professionals, who want to become effective trainers.

REGISTER BEFORE October 8, 2019

Focal Persons
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[Image: WorkshopFeeRs.35000.png]