



# ABOUT US

Founded in 2017, Top Brasses is an emerging Training and human resources consulting firm that helps organisations in dealing with requirements related to Human Resource Consulting, Learning and Growth & Organisation Development.



**Partner to PSUs in their HR and Learning & Development Journey**



- 20+ of global work experience in HR, Learning and OD in India and Abroad
- Adept at Organisational Transformation through Strategic HR Projects
- Strong Corporate Training Experience
- Working closely with PSUs in India



# TRAIN THE TRAINER FOR CORPORATES

"Empower your Managers with our Train-the-Trainer program, enhancing their skills to cultivate excellence across your corporate landscape."

## Some PSU Clients





## PROGRAM CONTENT - 2 DAYS

### Lesson 1: Opening Introduction and Getting Started

- Welcome
- Workshop Objectives
- Expectations
- Getting Off on the Right Foot
- Ground Rules
- Characteristics of a Trainer

### Lesson 3: The fundamentals of training

- Three Pillars of Learning
- Effective Workplace Training
- Identifying Participants' Needs
- Accelerated Adult Learning
- Instructional Methods

### Lesson 2: Your Personality style and Training

- REACH Preview
- Comprehensive Training Guidance
- One Learning Preference Doesn't Fit All

### Lesson 4: Learning Principles & Theories

- Gagne's 9 events of instructions
- Andragogy
- Addie's Model
- VAK Model
- Johari Window
- Time matrix

### Lesson 5: The fundamentals of training

- Session Planning
- Course Structure
- Introduction Session
- Organising the Content
- How to Develop a Session Plan
- Creating your lesson plan

### Lesson 7: Communication and Listening

- Para-Verbal Communication Skills
- Listening vs Hearing
- Understanding Body Language
- Questioning Styles
- Questioning Techniques

### Lesson 9: Managing challenging situations and personalities

- Barriers to Learning
- Self-Control
- 8 Tough Personas in a Group Training
- Lead by Example
- Handling Challenging Situations and Interruptions

### Lesson 6: Assess the learning effectiveness

- Assessment and Evaluation
- Functions of Assessment
- Tools of Assessment

### Lesson 8: Preparing for the workshop

- Materials Needed for a Running a Course
- Setting Up the Physical Location
- Build Presentation Mechanics
- Training Aids
- Delivery Tips

### Lesson 10: Training Feedback Mechanism

- Principles of Feedback
- Types of Feedback
- Feedback Delivery Tools
- Feedback Using the SBI model

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