LEADERSHIP & MANAGEMENT · SHORT COURSE

Training of Trainers (ToT)

The Training of Trainers (TOT) short course is designed to equip professionals with the essential knowledge, skills, and techniques to become effective trainers and facilitators.

DATES	30 Nov – 4 Dec 2026	DURATION	5-day course
COURSE FEE	TZS 1,200,000 · per participant	VAT	Fee excludes VAT
VENUE	Arusha, Tanzania	DAILY HOURS	8:30 AM – 4:30 PM
FEE INCLUDES	Course materials, lunch and refreshments	CERTIFICATE	Certificate of attendance
TRAINER	Elly International training team	APPLICATIONS	Open for applications

Overview

The Training of Trainers (TOT) short course is designed to equip professionals with the essential knowledge, skills, and techniques to become effective trainers and facilitators. The program focuses on developing the participants' ability to design, deliver, and evaluate impactful training programs that cater to the diverse needs of learners in various organizational settings.

Rationale

In today's dynamic and rapidly evolving business environment, the ability to effectively facilitate learning and development is a critical skill for professionals across various sectors. Whether you are a subject matter expert, a human resources specialist, or a manager responsible for training and development, the Training of Trainers (TOT) course will provide you with the necessary tools and strategies to enhance your training and facilitation capabilities.

Objectives

By the end of this course, participants will be able to:

1. Understand the fundamental principles and theories of adult learning and their application in training and development.
2. Assess the training needs of individuals and organizations to design effective training programs.
3. Develop comprehensive training plans, including the selection of appropriate training methods and techniques.
4. Create engaging and interactive training materials, including presentations, activities, and learning resources.
5. Effectively facilitate training sessions and manage group dynamics to maximize learner engagement and knowledge retention.
6. Implement various training delivery methods, such as virtual, blended, and face-to-face formats, to cater to diverse learning preferences.
7. Utilize effective questioning techniques, provide constructive feedback, and foster a collaborative learning environment.
8. Evaluate the effectiveness of training programs using appropriate assessment methods and metrics.
9. Continually develop their training skills and incorporate best practices to enhance their facilitation abilities.

10. Understand the importance of ethical considerations and cultural sensitivity in the design and delivery of training programs.

Course content

1. Introduction to Training and Development
   - The role of training in organizational success
   - Understanding the training and development landscape
   - Aligning training with organizational goals and strategies
2. Principles of Adult Learning
   - Theories of adult learning (e.g., Andragogy, Experiential Learning, Transformative Learning)
   - Understanding the unique characteristics and needs of adult learners
   - Applying adult learning principles to training design and delivery
3. Training Needs Assessment
   - Identifying training needs at the individual, team, and organizational levels
   - Conducting comprehensive training needs assessments
   - Translating training needs into measurable learning objectives
4. Training Design and Development
   - Developing comprehensive training plans and curricula
   - Selecting appropriate training methods and techniques
   - Creating engaging training materials and resources
5. Training Delivery and Facilitation
   - Effective presentation and communication skills
   - Facilitating interactive and participative training sessions
   - Managing group dynamics and handling challenging situations
6. Training Delivery Formats
   - Face-to-face training
   - Virtual and online training
   - Blended learning approaches
7. Training Evaluation and Measurement
   - Designing evaluation strategies and selecting appropriate metrics
   - Collecting and analyzing training effectiveness data
   - Utilizing feedback for continuous improvement
8. Training as a Profession
   - Ethical considerations in training and development
   - Developing cultural sensitivity and adaptability
   - Ongoing professional development for trainers
9. Emerging Trends and Future Considerations
   - Incorporating technology and innovation in training
   - Adapting training to the evolving needs of organizations
   - Developing a future-ready training mindset

Who should attend

The Training of Trainers (TOT) short course is designed for:

- Learning and Development Professionals
- Human Resources Managers
- Subject Matter Experts

- Managers and Supervisors responsible for training and development
- Corporate Trainers and Facilitators
- Consultants and Advisors in the training and development domain
- Educators and Instructors in academic and vocational settings
- Professionals seeking to enhance their training and facilitation skills

How to apply

Apply online at elly.wysyntaxtest98.or.tz. Your place is confirmed only after we review your application and contact you, within 1 working day.

Apply for this course | Ask on WhatsApp | Email us

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Details correct as of 8 November 2026.