MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 23-Nov-2026

Course Profile Document

Supervisors and Managers

Train the Trainer

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2833	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Employee training and employee development are about the same thing, although there’s a slight difference between the terms. Employee training is a program that helps staff receive specific knowledge or skills to enhance performance in their current job positions. Employee development is a broader concept. It is focused more on employee growth and addresses a future role, rather than a current one.

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of their job, you’ll want to be prepared for the training that you do. This workshop will give all types of training tools to help create and deliver engaging, compelling workshops that will encourage trainees to come back for more.

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning that the learning occurs more easily and rapidly.

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

- Define training, facilitating, and presenting
- Understand how to identify participants’ training needs
- Create a lesson plan that incorporates the range of learning preferences
- Create an active, engaging learning environment
- Develop visual aids and supporting materials
- Manage difficult participants and tough topics

Course Outline / Curriculum

Module One: Getting Started

- Workshop Objectives
- Pre-Assignment Review

Module Two: Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations
- Case Study
- Module Two: Review Questions

Module Three: Gathering Materials

- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps
- Case Study
- Module Three: Review Questions

Module Four: Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- Case Study
- Module Four: Review Questions

Module Five: Choosing Activities

- Types of Activities
- Preparing for Emergencies
- What to Do When Activities Go Wrong
- Case Study
- Module Five: Review Questions

Module Six: Preparing for the Workshop

- Creating a Materials List
- Gathering Participant Information
- Setting Up the Physical Location
- Case Study
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Module Six: Review Questions

Module Seven: Getting Off on the Right Foot

- Greeting Participants
- Being Prepared
- Using Icebreakers and Energizers
- Case Study
- Module Seven: Review Questions

Module Eight: Delivery Tips and Tricks

- Using Visual Aids
- Creating Supporting Materials
- Break!
- Case Study
- Module Eight: Review Questions

Module Nine: Keeping it Interactive

- Encouraging Discussion
- Using Group Work
- The Power of Sticky Notes
- Case Study
- Module Nine: Review Questions

Module Ten: Dealing With Difficult Participants

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions
- Case Study
- Module Ten: Review Questions

Module Eleven: Tackling Tough Topics

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing With Sensitive Issues in the Workshop
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise

Target Audience

Train the Trainer

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Train the Trainer
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name	Signature / Stamp	Date