COURSE OVERVIEW HM0287
Train the Trainer

Course Title
Train the Trainer

Course Reference
HM0287

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Date/Venue

Session(s)	Date	Venue
1	May 03-07, 2026	Meeting Plus 9, City Centre Rotana, Doha, Qatar
2	December 20-24, 2026	

Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

Train-the-trainer is a highly interactive course developed to provide participants with all the skills necessary to facilitate an effective training session and to equip the participants with the latest trends & techniques on how to prepare, organize and deliver this with confidence and success.

This course is designed to provide participants with an up-to-date overview of preparing, delivering and evaluating training in a professional manner. It covers the active adult learning, assessment, objectives, experiential learning and active training; the training need analysis and the types of training materials; developing course content and selecting training materials and audio visuals; the characteristics of successful trainers; the effective communication and reading body languages; dealing with difficult participants; presentation skills; delivering with confidence and persuasive presentations; the confidence and self-esteem; the efficient use of instructional time; and motivation.

Whether you are training for a while or never stepped onto a platform before, you will learn how to build your confidence as a trainer with useful approaches on how to manage your fears, engage your audience, maximize their participation, and deal with challenging situations & difficult people that you may encounter on your training sessions.

Course Competencies

- Training Preparation:
  Ability to determine training needs, evaluate and assess training, structure and plan successful courses from material design through to using training media

- Training Delivery:
  Possesses the skills and knowledge appropriate to the required training programme. Able to employ a wide range of delivery styles, including the use of modern technology and an interactive methodology, in order to meet the different learning styles of audiences and to capture their interest and involvement

- Training Evaluation:
  Sets clear objectives for training and continuous learning programmes and defines qualitative and quantitative outcome criteria in order to judge effectiveness. Employ a wide range of data collection techniques on which to evaluate quality and effectiveness of the training, the trainers and the continuous learning outcomes.

Course Objectives

Upon the successful completion of this course, each participant will :-

- Get certified as a *"Certified Master Trainer"*
- Apply facilitation of adult learning, preparation and delivery of seminar content and classroom management
- Discuss active adult learning, assessment, objectives and experiential learning
- Plan active training and apply training need analysis
- Identify the types of training materials and training material needed
- Develop course content, select training materials and audio visuals
- Describe the characteristics of successful trainers and perform effective communication
- Read body languages and deal with difficult participants
- Carryout presentation skills and develop the attitude of a successful public speaker
- Present content and context as well as identify the do's and don'ts in delivering aids and slides
- Review handouts and facilitate presentations and activities
- Perform opening exercises, brain-friendly lectures and lecture alternatives
- Deliver with confidence and persuasive presentations
- Determine the target audience and apply methods of persuasion
- Describe trainer's voice characteristics, perform experiential activities and extend the value of training
- Carryout confidence and self-esteem as well as the efficient use of instructional time
- Identify the factors of training motivation and review feedback as motivation
- Shift from training to performance and deal with nervousness
- Practice relaxation exercises, ask questions, evaluate training and facilitate presentations and closing activities

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course is intended for persons who work in a training or supervisory role and wish to develop their instructional skills or for those who are entering the training environment or established trainers who wish to hone existing skills.

Exam Eligibility & Structure

A. Option-1: Degree Holders

- **(a)** a degree from a recognized university in any subject;
- **(b)** Minimum 5-years proven experience certified by employers **or** holder of Minimum **30 CEUs** accredited by **IACET**.

B. Option-2: Diploma Holders

- **(a)** a 2-year diploma from a recognized college in any subject;
- **(b)** Minimum 10-years proven experience certified by employers **or** holder of Minimum **60 CEUs** accredited by **IACET**.

C. Option-3: Experienced Individuals

- **(a)** Minimum of 15-years proven experience certified by employers **or** minimum of 10-years proven experience and **30 CEUs** accredited by **IACET**.

Practical/Skills Assessment

The course Accreditation Body, ILM, requires that a 15-minutes video clip shall be taken for each participant while delivering his/her presentation as part of the Practical Assessment.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

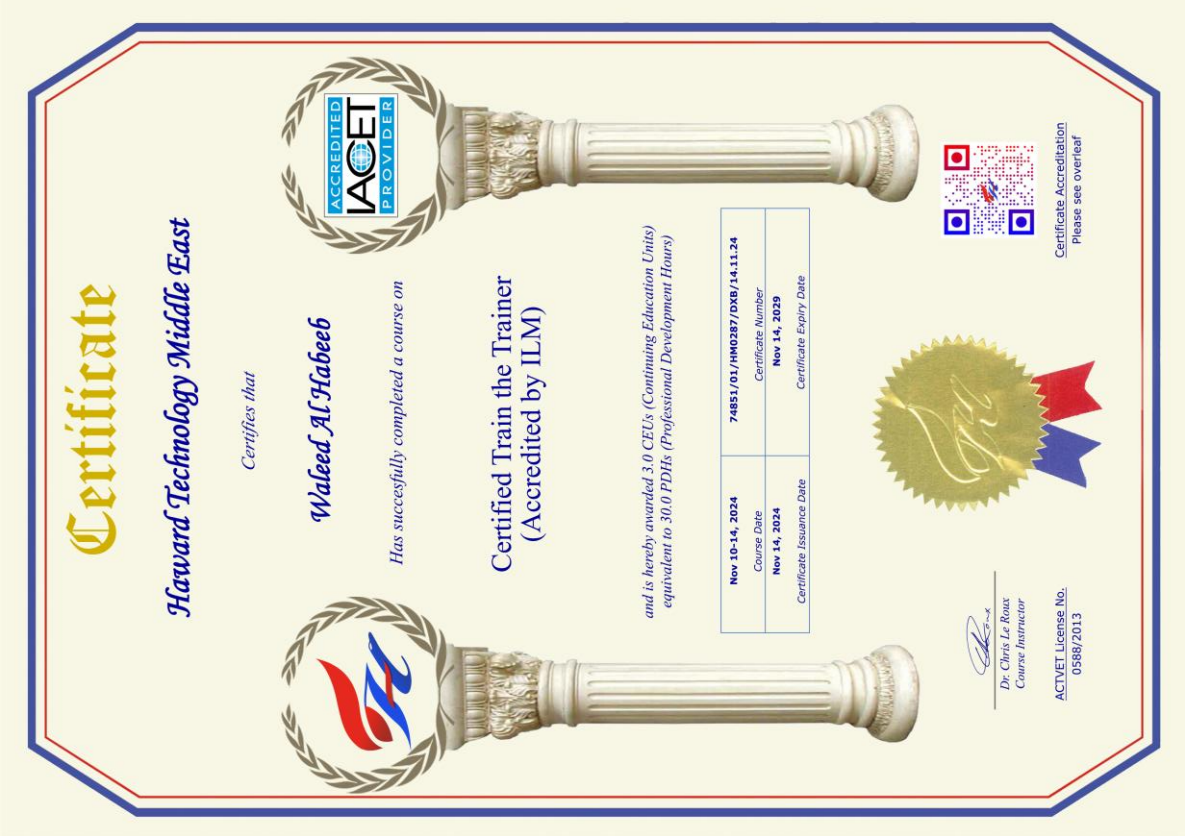
Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "*Certified Master Trainer*". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-



(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-24

HTME No. 74851

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HM0287	Certified Train the Trainer (Accredited by ILM)	Nov 10-14, 2024	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

TRUE COPY

Jaryl Castillo
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

(3) ILM (City & Guilds Group) Certificates will be issued to participants who have successfully completed the course and passed the exam at the end of the course.

ilm

Professional Trainer: Master Trainer Program

is awarded to

Waleed Al Habeeb

through

Haward Technology Middle East

Awarded 14 November 2021

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Kirstie Donnelly MBE
Director-General and Chief Executive Officer
The City and Guilds of London Institute

David Phillips
Managing Director
ILM

Haward Technology

ilm ENDORSED

The City and Guilds of London Institute is the awarding body / awarding organisation for ILM qualifications.
The Institute was founded in 1878 and granted Royal Charter in 1900.
ILM is a City & Guilds Group business.

ILM4

HT-CIP® Stamp

Each successful candidate will be given a unique instructor number and a self-inking stamp valid for 5 years. Instructor's name and Haward Technology Certified Instructor Number will appear in the stamp as per the following sample:-

In order to maintain this certification, Certified Instructors must fulfil the quality requirements by Haward Technology as stated in Haward Quality Document number QAD 872 (System for the Assessment & Certification for Instructors & Trainers).

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

- ILM (City & Guilds Group)

  Haward Technology has been awarded the **ILM Recognised Organization** under the **City & Guilds Group Business**. The ILM stands for excellence in leadership and management qualifications design, development and delivery under the City & Guilds of London Institute as the award-giving body for these qualifications. ILM recognises and approved the programmes of training providers and academic institutions that deliver quality-assured training and accredited qualifications. As an Approved Provider of ILM Recognised programmes, **Haward Technology** meets the quality assurance criteria of the ILM to deliver application-based leadership and management programs that meet international standards and professional benchmarks.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Dr. Chris Le Roux, PhD, M.Com, B.Com (Hons), PMP, Industrial Psychologist (HPCSA Reg.), PMI-ATP Instructor PMI-PMP, PMI-CAPM Instructor is a **Senior Management Consultant & Project Management Professional** with over **30 years** of combined engineering, managerial, consulting, counseling, and international training experience across Africa, the Middle East, the Gulf region, and Europe. His expertise lies extensively in the areas of **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling, Cost Control, and Earned Value Management, **Project** Management (**Predictive**, **Agile**, and **Hybrid**), **PMO** setup and governance, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **Risk** and **Contract** Management (including contract development, tendering, dispute resolution, and claims), **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Stakeholder Management** and **Communication**, **Performance Coaching** and **Difficult Conversations**, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Leadership Orientation** Programme, **Leadership & Team** Development, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Leadership & Performance** Management, **Leadership Communication**, **Leadership Excellence** for Senior Management, **Supervisory**, **Leadership**, **Coaching & Mentoring**, **Leadership**, **Communications** & Interpersonal Skills, Administrative Leadership Skills, **Office Management & Administration** Skills, **Contract** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute Resolution** & **Risk** Identification, Myers-Briggs Type Indicator (**MBTI**), **Organization** Development Consultation, Advanced Debriefing of **Emotional** Trauma, **Interpersonal Motivation**, **Model Based Interviewing**, **Coaching & Motivation**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence** and **Resilience**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), Controlling Your **Time & Managing Stress**, **Crisis** Management and **Decision-Making Under Pressure**; and **Customer Experience**, **Service Excellence**, and **Negotiation Skills**, Strategic **Human Resources** Management, **Change** Management and **Organizational** Development, **Human Capital** and **Talent** Management (succession planning, performance management, competency frameworks, and behavioral assessment), **Strategic Planning** and **Execution**, Project **Risk** Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding **Customer** Expectations, **Corporate Governance** Best Practice, **Business Performance** Management & Improvement, Building Environment of **Trust & Commitment**, **Win-Win Negotiation** Strategies, **Quality Improvement & Resource** Optimization, Neuro Linguistic Programming (**NLP**), **Personal Resilience** Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, **Career** Management, Situation & Behaviour Analysis, Interpersonal **Motivation** Skills, **Inventory** Management and **Financial** Administration. Further, he has also led or supported Training Needs Analyses **(TNA)**, large-scale capability development programs, and leadership pipelines for technical, operational, and graduate employees. He is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Training & Development General Manager**, **Departmental Head (Electrical)**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Senior HR Consultant**, **Senior Lecturer / Academic Supervisor**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals**, **International Trainer**, and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars and CBM Training.

Dr. Le Roux has a **PhD** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Qualified Electrical & Mechanical Engineering** from **Germiston College**, **South Africa**. Further, he is a **Certified Project Management Professional** (**PMP**), a **PMI Authorized Training Partner** (**ATP**) **Instructor**, a **Certified Associate** in **Project Management** (**PMI-CAPM**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Training Fee

US$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee

US$ 160 per Delegate

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0900	***Introduction to Training***
0900 – 0930	***Active Adult Learning***
0930 – 0945	*Break*
0945 – 1030	***Assessment***
1030 – 1100	***Objectives***
1100 – 1130	***Experiential Learning***
1130 – 1230	***Planning Active Training***
1230 – 1245	*Break*
1245 – 1330	***Training Need Analysis***
1330 – 1400	***Types of Training Materials***
1400 - 1420	***Training Material Needed***
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0800	***Develop Course Content***
0800 – 0830	***Selecting Training Materials***
0830 – 0930	***Audio-visuals***
0930 – 0945	*Break*
0945 – 1030	***Characteristics of Successful Trainers***
1030 – 1130	***Effective Communication***
1130 – 1230	***Exercise: How do You Read Body Languages?***
1230 – 1245	*Break*
1245 – 1330	***Dealing with Difficult Participants***
1330 – 1400	***Presentation Skills***
1400 – 1420	***Developing the Attitude of a Successful Public Speaker***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3

0730 – 0800	***Presentation Content & Context***
0800 – 0830	***Delivering Aids / Do's & Don'ts***
0830 – 0930	***Slide Do's & Don'ts***
0930 – 0945	*Break*
0945 – 1030	***Handouts***
1030 – 1130	***Facilitating Presentations & Activities***
1130 – 1230	***Opening Exercises***
1230 – 1245	*Break*
1245 – 1330	***Brain-friendly Lectures***
1330 – 1400	***Lecture Alternatives***
1400 – 1420	***Delivering with Confidence***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4

0730 – 0800	***Subjects of Persuasive Presentations***
0800 – 0830	***The Target Audience***
0830 – 0930	***Methods of Persuasion***
0930 – 0945	*Break*
0945 – 1030	***Trainer's Voice Characteristics***
1030 – 1130	***Experiential Activities***
1130 – 1230	***Extending the Value of Training***
1230 – 1245	*Break*
1245 – 1330	***Learner Confidence & Self-Esteem***
1330 – 1400	***Efficient use of Instructional Time***
1400 – 1420	***Factors of Training Motivation***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5

0730 – 0800	***Feedback as Motivation***
0800 – 0830	***Shift from Training to Performance***
0830 – 0930	***Training Anxieties***
0930 – 0945	*Break*
0945 – 1000	***Dealing with Nervousness***
1000 – 1030	***Relaxation Exercises***
1030 – 1100	***Asking Questions***
1100 – 1130	***Evaluating Training***
1130 – 1230	***Facilitating Presentations & Activities***
1230 – 1245	*Break*
1245 – 1300	***Closing Activities***
1300 - 1315	***Course Conclusion***
1315 – 1415	***COMPETENCY EXAM***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

Course Coordinator

Jaryl Castillo, Tel: +974 6652 9196, Email: jaryl@haward.org