

## Creative Training Program

<b>Workshop Title:</b>	Creative Training Program		
<b>Presenter:</b>	Dr Ghada Angawi		
<b>Target Audience</b>	Employees at basic levels	<b>Time Required</b>	3 days of full time
<b>Category:</b>	<input type="checkbox"/> Corporate Culture	<input type="checkbox"/> Customer Loyalty	<input type="checkbox"/> Employee Engagement
	<input checked="" type="checkbox"/> Etiquette & Professionalism		<input checked="" type="checkbox"/> Process Improvement
<b>Format(s):</b>	<input checked="" type="checkbox"/> Liv, Video Recorded	<input type="checkbox"/> eLearning only	<input type="checkbox"/> Blended Learning

### WORKSHOP DESCRIPTION and EXPECTED LEARNING OUTCOMES:

#### The workshop

This workshop is to develop internal trainers in organizations where they utilize training skills in many fields of human development, soft skills and technical skills. The workshop uses learning theory and the latest research on how humans acquire skills. It introduces practical skills over 3 days and is based on a personal development plan from the start. The skills are practiced through video recordings and small group presentations. The pre-requisite is the ability to deliver successful presentations with confidence as the workshop builds on these presentations skills. A checklist is required before attending along with a short video of a presentation by the participant.

#### The workshop:

#### day one

#### An introduction to the world of training

1. Definitions.
2. Why training?
3. Ethical framework and responsibilities.

#### Module one: the trainer

4. Character and competencies
5. Visions and values
6. What effective trainers look like
7. A trainer's life/work balance

#### Module two: Training Need Analyses (TNA)

- What are TNA's
- Scenarios for developing a TNA
- Between theory and practice
- Case study
- Training goals
- Elements of training

Day two

Module three: preparations

- Three pillars
- Balance between control and interactivity
- Panic: how to deal with it
- The fourth pillar: preparing the material
- The workshop opening
- The workshop contents
- Practical design
- Concluding a workshop

Module four: delivery

- Forming groups
- Learning through sharing knowledge
- Working in teams
- Sequence of delivering
- Managing participants
- Q&A
- Preparing a practical training session

Day Three

Module five: evaluation

- The four levels
- Feedback
- How to evaluate each segment

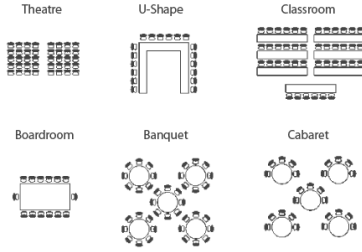
Module six: Participants (Trainers to be) sessions delivery and evaluation.

**PRESENTER BIOGRAPHY:**

Dr Ghada Angawi has been training and coaching leaders in cross cultural organizations for the past 17 years. She started her career in training with Steven covey as the facilitator of ‘the 7 habits of highly effective people’ and ‘what matters most’. She then spent years learning positive psychology and mastered NLP tools for coaching change. Her work in her doctoral thesis was focused on effective roles of leadership during strategic decision making in higher education organizations. She is a founding member for the International Coach Federation ICF in Saudi Arabia and an active member in Connecticut ICF chapter with an ACC credential. She is also an Emotional Intelligence EQ assessor and a CCA Cultural Intelligence (CQ) Center Advanced trainer and assessor CQ.

**PREFERRED ROOM SETUP:**

<input type="checkbox"/> Theatre	<input type="checkbox"/> U-Shape
<input checked="" type="checkbox"/> Banquet	<input checked="" type="checkbox"/> Cabaret
<input type="checkbox"/> Classroom	<input type="checkbox"/> Boardroom
<input type="checkbox"/> Other: Chairs and no tables freely flowing.	



**PRESENTATION/MEETING ROOM REQUIREMENTS:**

<u>#</u>	<u>ITEM</u>	<u>#</u>	<u>ITEM</u>	<u>#</u>	<u>ITEM</u>	<u>#</u>	<u>ITEM</u>
✓	Flipchart	✓	Markers		Presenter Mic	✓	Data/Video Projector
✓	Flipchart Stand		Whiteboard		Audience Mic	✓	Presenter Internet Access
	Podium	✓	Screen	✓	Power Strip	✓	Participant Internet Access
Other Requirement(s):							