



Train the Trainer

Running a seminar successfully

Seminar objective

Participants are familiarized with the most important basics for conducting their own trainings. You will receive intensive, focused feedback on your own training behaviour and style.

Seminar content

What makes a trainer successful?:

- Specialization and further training: professional, methodological and organizational skills.
- Professional materials: flip charts, facilitation kit, projector, etc.
- Clear guidelines and confidentiality
- Sympathy and empathy: passion and communication at eye level

What qualities should a trainer bring to the table?:

- Willingness to help, patience and self-confidence
- Problem solving skills
- Cooperative and coordinative
- Openness, honesty and sensitivity

What characterizes a successful seminar execution?:

- Change of methods and interaction
- Change of media
- Passive and active teaching methods
- Training objectives
- Obtaining the expectations of the participants

Preparing a seminar delivery:

- Organizing the learning content: Program planning
- Planning the use of teaching methods: Ensuring learning transfer
- Practicing training units

Important aspects within the seminar:

- Essential aspects of training behavior: Motivating participants
- Constructive feedback for the own trainer role
- Body language and self-confidence
- Development of the learning atmosphere
- Use of teaching methods and learning techniques
- Trainer behavior in unpredictable teaching situations: Difficult participants

Evaluation and control of success:

- Activation/utilization of participant resources
- Case studies
- Improving presentation skills through targeted feedback
- Intensive practical presentation exercises

Course ref.

TT7000

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

Location & dates

Münster

03.06.2024 – 04.06.2024
16.12.2024 – 17.12.2024
03.07.2025 – 04.07.2025
15.12.2025 – 16.12.2025

Hamburg

22.08.2024 – 23.08.2024
03.03.2025 – 04.03.2025
21.08.2025 – 22.08.2025

Berlin

10.06.2024 – 11.06.2024
07.11.2024 – 08.11.2024
23.06.2025 – 24.06.2025
23.10.2025 – 24.10.2025

Hannover

10.03.2025 – 11.03.2025

Cologone

04.11.2024 – 05.11.2024
17.02.2025 – 18.02.2025
03.11.2025 – 04.11.2025

Frankfurt am Main

15.05.2025 – 16.05.2025

Nuremberg

20.03.2025 – 21.03.2025

Stuttgart

03.02.2025 – 04.02.2025

Munich

27.06.2024 – 28.06.2024
31.07.2025 – 01.08.2025

Fee

1.150,00 € (ex. VAT)



Methodology

Trainer input Practical exercises Reflection Supervision Analysis of methods

Target audience

The train the trainer seminar is aimed at anyone who wants to work with groups as a trainer.

1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



FAX-ANMELDUNG +49 251 20205-99

Internet: www.kitzmann.biz
E-Mail: info@kitzmann.biz
Telefax: +49 251 20205-99

Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift