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Train The Trainer Kit

For Corporate Trainers, **Aspiring Trainers** and Training Departments

1

17+ FOLDERS / 130+ SLIDES / 2 SECTIONS

2

TRAINER'S NOTES AND GUIDES FOR EACH SESSION

3

FORMS, CHECKLISTS, QUESTIONNAIRES

4

PRE AND POST TRAINING DOCUMENTS, EBOOKS, CASE STUDIES

Train The Trainer

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Designed and Developed For -

- Aspiring Trainers and Managers
- Freelance Training Consultants
- Training and Development Departments
- Corporate Trainers
- Training Managers
- HR Professionals
- Trainers looking to Train new Trainers

Let's Look inside the Kit



This Training Kit is divided in two Sections



Train The Trainer Kit

Consist of 8 Folders which covers the TTT Presentations with Trainer's Guides and Trainer's Notes for Each Slide to Train the new or Aspiring Trainers.



Trainer's Toolkit

Consist of 9 Folders which covers the tools, questionnaires, methods, forms, checklists, activities, case studies to empower trainers with knowledge and tools they can use while delivering the training.

Key Highlight

**Every Module comes with minimum
20 Slides, Trainer's Guide and
Trainer's Notes for each slide.**

**Yes you heard that right,
For Each Slide.**

Let's get to the details.

Section 1 - Train the Trainer Kit

 1. Introduction

 2. Training Fundamentals

 3. Training Design and Planning

 4. Delivery Techniques

 5. Training Evaluation & Feedback

 6. Trainer Development

 7. Tools and Templates

 8. Practical Activities & Case Studies

 9. Training Needs Analysis

Section 2 - Trainer's Toolkit

-  **1. Pre and Post Training Documents**
-  **2. Forms, Checklists, Questionnaires**
-  **3. 15+ Methods and Methodologies**
-  **4. 25+ Guides on Engagement**
-  **5. 15+ Training Models**
-  **6. 40+ Stories with Trainer's Notes**
-  **7. 70+ Corporate Case Studies in PPT**
-  **8. 100+ Activity Worksheets**
-  **9. E-books and Reading Materials**

Let's Look at some Screenshots



Of the Section 1

Train the Trainer



Designed with Creativity and Elegance

Train The Trainer

Training Fundamentals

01

Why Training Fundamentals Matter

- Understand adult learning principles.
- Adapt to diverse learning styles.
- Balance content delivery and engagement.



Andragogy - Principles of Adult Learning

The method and practice of teaching adults.

Focuses on self-directed, problem-centered learning.

Builds on the learner's prior knowledge and experiences.

Principles of Andragogy



How to apply Andragogy

- Use workplace scenarios for context.
- Include real-life problem-solving activities.
- Empower learners to set their goals.



Essential Trainer Qualities



Key Traits: Empathy, adaptability, expertise, confidence

Understanding Learning Styles



Create Inclusive Training Content

Step 2 - Identify Stakeholders

Include -

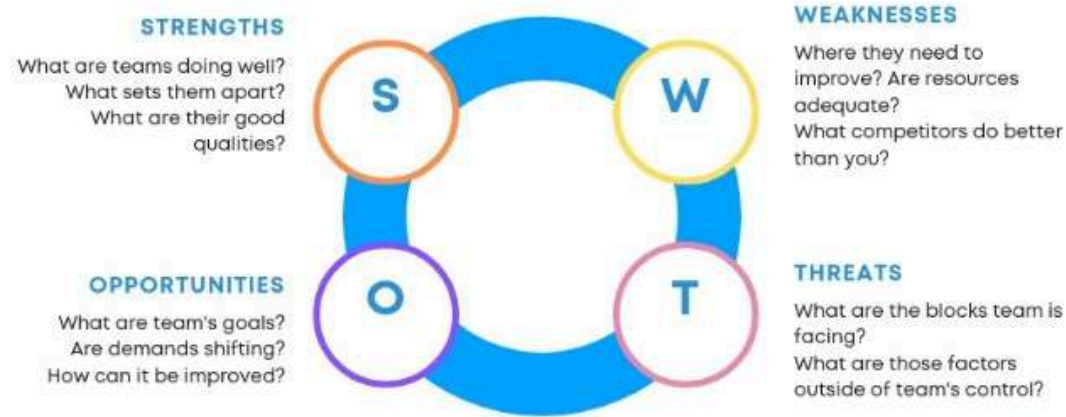
- HR Professionals
- Department Managers
- Employees



For Professionals

Tool - 1

SWOT Analysis



Learn from the Best

- Observe delivery styles and techniques.
- Note strategies for participant engagement.
- Ask questions post-session.



Skills Matrix

Employee	Skill A	Skill B	Skill C
Employee 1	Expert	Intermediate	Beginner
Employee 2	Beginner	Expert	Intermediate

Step 6 - Develop a Training Plan



Example: Role-playing for customer service.

Trainer

Trainer Development

Building Confidence, Mentoring, and Staying Updated

Start Presentation →

Key Steps in TNA



Detailed Notes for

Training Needs Analysis

Notes for Each Slide

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Trainer's Notes

Slide 1: Title Slide

Script:

"Welcome to our session on Training Needs Analysis (TNA): A Comprehensive Guide. This session will help you understand the steps involved in identifying

Trainer's Notes for Each Slide

Training Delivery Techniques

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Trainer's Notes

Slide 1: Title Slide

Key Message:

Introduce the session on delivery techniques and its importance in creating engaging and impactful training.

Detailed Notes:

Trainer's Guides and Trainer's Notes

Trainer's Notes for Each Slide

Trainer Development

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Trainer's Notes

Trainer's Notes for Slides 1 to 10

Slide 1: Section Title

Content Explanation:

Introduce the overarching theme of the session: Trainer Development. Emphasize that this section focuses on building confidence, mastering

Trainer's Notes for Each Slide

Training Design and Planning

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Trainer's Notes

Slide 1: Title Slide

Content on Slide:

Training Design and Planning: Laying the Foundation for Impactful Training Sessions

Trainer's Notes:

- Start with a warm welcome and set the tone for the session.
- Briefly explain that this section focuses on creating effective training by emphasizing objectives, structure, and resources.
- Share a personal anecdote or example: "When I began as a trainer, my

Let's Look at some Screenshots



Of the Section 2 Trainer's Toolkit



Pre & Post Training Documents



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PRE-TRAINING QUESTIONNAIRE

INSTRUCTIONS: The questions below highlight key interviewing points. Consider the questions and write your answers in the space provided.

1. What are two things you may look for when reviewing resumes?
2. Why are job descriptions important?
3. What can you do at the beginning of your interview to put your candidate at ease?
4. (T or F) If candidates get off the subject, you should allow them to continue because they could tell you something you may not have been able to solicit using your preplanned questions.
5. Should you take notes during the interview?
6. Is it legal to ask a job candidate where they were born if you detect an accent in their voice?
7. What is the best predictor of future behavior?



Training Agenda - Sample....



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Sample Training Agenda

Place Logo

Institution

Title of Training

Location

Trainer(s): Name(s)

Training Coordinator: Name

Materials Provided

- 1.
- 2.
- 3.
- 4.

Learning Objectives

Upon completion of this program, the trainee will be better able to:

Distinguish ...

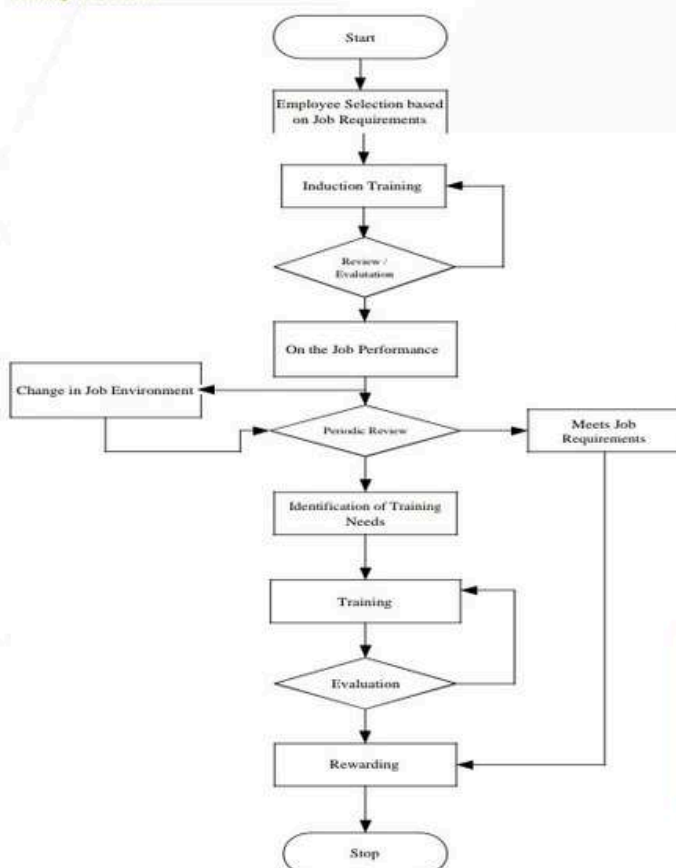
Identify ...

Describe ...



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Training Flow Chart



1



Training Needs Analysis Questionnaire

Name of Employee: _____

Department: _____

General

1. Are you a new employee or a long-standing employee of the company? _____
2. How long have you been in your **present** job? _____

Confirmation of Current Duties

3. Do you have a Job Description for your job? Yes _____ No (Go to Q 6) _____
4. Is your job accurately described in the Job Description? Yes (Go to Q 14) _____ No _____
- 5.A If no, what extra duties do you do that need to be added to your Job Description?

- 5.B What duties are no longer part of your job and can be deleted from your Job Description?

- 1. Trainer shows strength in this area
- 2. Trainer demonstrates some ability in this area
- 3. Trainer needs additional support in this area

Delivery — the trainer:	Rating	Body Language
☐ greeted the audience warmly.		☐ maintained eye contact with the audience.
☐ used a voice loud and clear enough to hear easily.		☐ was friendly and approachable.
☐ delivered a talk designed in a logical way from beginning to middle and end,		☐ used body language to communicate.
☐ clearly described what to expect from the presentation.		Audience
☐ used effective examples and illustrations.		☐ involved the audience.
☐ defined unfamiliar technical terms.		☐ handled questions and comments.
☐ summarized the main points before finishing.		☐ broke up presentation into appropriate segments.

Forms, checklists & Questionnaires

Training Logistics: A Worksheet

What you need to know	Where to find the answer	How to find answer (s)
Training Schedule/Structure		
☐ Optimal number of training days		
☐ Spread of training: over one week, month, etc.		
☐ Best day(s) of the week		
☐ Best time of day		

X Training and Works...   

Training/Workshop Planning Form

Training Title: _____

Target Audience: _____

Date: _____ Day(s): _____ Times: _____

Training Planning Template

WHO: Describe the audience.

WHY:
What situation demands this specific training?
What do participants already know?

- 3. What can you do at the beginning of your interview to put your candidate at ease?
- 4. (T or F) If candidates get off the subject, you should allow them to continue because they could tell you something you may not have been able to solicit using your preplanned questions.
- 5. Should you take notes during the interview?
- 6. Is it legal to ask a job candidate where they were born if you detect an accent in their voice?
- 7. What is the best predictor of future behavior?
- 8. (T or F) If an applicant cannot answer a question immediately, you should break the awkward silence by asking another question.
- 9. Define contrary evidence as it relates to interviewing.

Training Models, Guides, Case Studies

Feedback Circle



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Objective

To practice giving and receiving constructive feedback in a supportive environment, thereby improving feedback skills and fostering a culture of openness and continuous improvement.

Duration

1.15 hours

The ADKAR Model

The ADKAR Model

The ADKAR Model is a change management framework developed by Jeff Hiatt, founder of Prosci Inc., in the late 1990s. It is designed to help organizations and individuals navigate change effectively by focusing on the key elements necessary for successful change adoption at the individual level.

History:

The ADKAR Model was developed based on research conducted by Prosci Inc. into the common factors influencing successful change initiatives. Jeff Hiatt recognized the need for a structured approach to address the human

Values-Based Decision Making



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The McKinsey 7S Model

The McKinsey 7-S Model

The McKinsey 7-S Model is a management framework developed by Tom Peters and Robert Waterman at McKinsey & Company in the late 1970s. It identifies seven internal factors that are essential for organizational effectiveness and performance. The model emphasizes the interdependence and alignment of these elements to achieve strategic objectives. Here's a detailed explanation of each component:

- 1. Strategy:** This element refers to the organization's overall direction and approach for achieving its goals. It includes strategic objectives, plans, and initiatives to create a competitive advantage in the marketplace.
- 2. Structure:** Structure pertains to the organization's formal framework of roles, responsibilities, and reporting relationships. It defines how activities are coordinated, decisions are made, and resources are allocated within the organization.
- 3. Systems:** Systems encompass the processes, procedures, and workflows that support the execution of organizational activities. This includes information systems, performance management systems, and operational processes designed to achieve strategic objectives.
- 4. Shared Values:** Shared values represent the core beliefs, principles, and cultural norms that guide behavior and decision-making within the

Storytelling for Leaders

Objective

Enhance storytelling skills to inspire and engage teams by effectively conveying leadership lessons or visions.

Duration

1 hour

The Employee who took too many risks

With Trainer's Notes

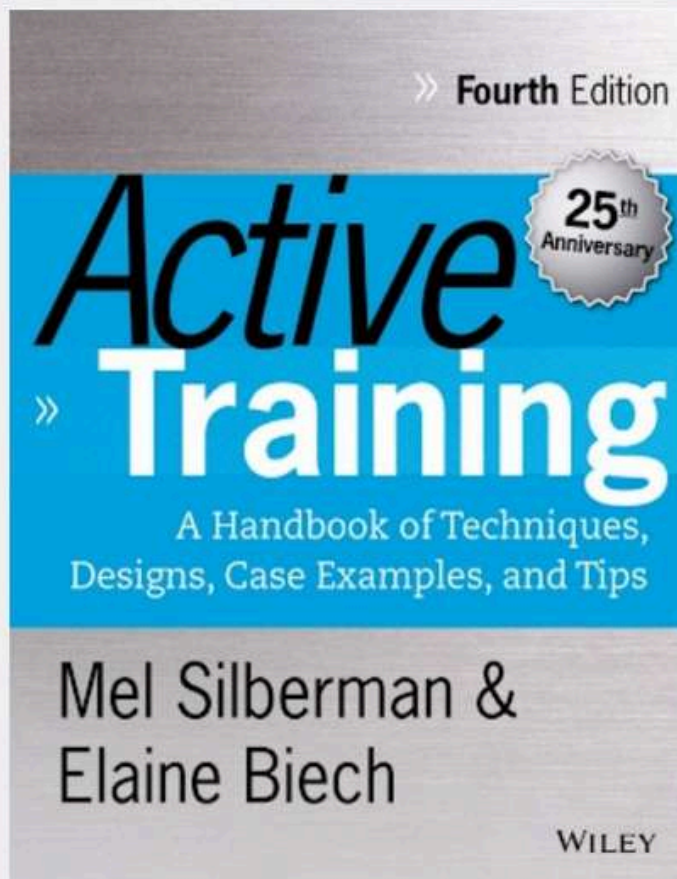
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Trainer's Instructions -

Story 2 - The Employee Who Took Too Many Risks – Was He Wrong?

Time Required: 15-20 minutes

Objective: Teach participants about risk-taking, innovation, and the balance between initiative and company policies.



Active Training A Handbook of Techniques. Designs.

TRAINING NEEDS ASSESSMENT

METHODS, TOOLS,
AND TECHNIQUES

Storytelling, E-books, Reading Materials

8

Materials for participants to prepare beforehand

Objective 1

1. Clarities:

- Aim of the course
- Purpose of the course
- The division of the course

2. Instruments of the trainers

- Tools for breaking the ice
- Answer Sheets

3. Participant's Handouts:

- Objective 2: course assumption
- Objective 3: Participants require assessment and tests
- Objective 4: Recommendations for more effective courses

4. Prepare a list of the participants: with their name and other information that is required to know before the training starts.



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9

Understand and specify what the participant expects from this course.

METHOD

- Understand and specify what the participant expects from this course:
 - What do you desire to achieve out of this course?
 - Do you expect any difficulties in this training?
 - Which aspect will this training help you to develop?

METHODOLOGY

❖ Expectation (45 minutes)

The Trainer must:

- Distribute the participant pamphlets
- Ask the participants to think about the five questions for 5 minutes
- Use any game to finalize what are the expectations of the participants from the course
- Allow each participant to think for 1 minute
- Tell them to write down one good thing that might happen during the course.
- Again tell them to jot down one negative thing that might happen during the course.
- Make a list of all Positive and negative things
- List out the expectations that the participants have for the course
- If anyone's imagination is beyond the scope of the course make him understand politely
- Clarify any upcoming doubts



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- 17+ Folders / 130+ Slides / 2 Sections
- Trainer's Notes
- Training Guides
- Forms, Checklists, Questionnaires
- Pre and Post Training Documents
- Ebooks, Case Studies, Storytelling etc.

\$289.00

~~\$349.00~~

For any questions or
samples, click the
link below

 **+91-8585-966-966**

 **TRAINERS@ICARIANS.NET**

