

Program Overview

Master Trainer and Facilitator

Delivered Online





Handover Consulting is a dedicated partner for businesses across the Middle East, offering Consulting, Recruitment, and Training solutions. Our team of seasoned professionals leverages deep industry knowledge and practical experience to address your evolving business needs.

We are committed to delivering exceptional service and building strong, enduring partnerships with our clients. Our goal is to be your trusted advisor, helping you navigate complex challenges and achieve lasting success.

Whether you are a small business or a large corporation, we have the expertise to tailor our services to your specific requirements.

To learn more about how Handover Consulting can elevate your organization, please contact us today.



Ali AlJa'bari
Founder and CEO

Program Highlights ...

- **Program Overview:** The Certified Master Trainer and Facilitator (CMTF) program aims at educating and coaching (with practical examples) participants about different aspects including designing the training program and content, energizing the audience, dealing with questions, and much more. At the end of the program you will be able to design and deliver effective training courses/programs.
- **Simple Certification Process:** The program comprises of 4 live training sessions on the concepts and approaches related to the subject. Afterwards, participants are requested to apply the learned concepts and approaches into a practical project which upon successful evaluation would qualify them with the internationally recognized title Certified Master Trainer and Facilitator (CMTF).
- **Delivered by HR SME Consultants:** The program is delivered by extensively experienced HR Consultants of **Middle Earth HR**, one of the largest specialist training, education and knowledge support companies for HR professionals worldwide and is considered to be the world's 7th largest HR Training firm.
- **International Accreditation:** The Certified Master Trainer and Facilitator (CMTF) certificate is internationally accredited by **Carlton Advanced Management Institute (CAMI)**, a global research body operating in the United States with the objective of conducting researches and development of special subjects in Human Resources.



Advantages of the program ...

- **Comprehensive Course Material:** During the program you will be provided with a comprehensive information packed courseware which will be easy to re-use, reference, and share at the workplace or at home.
- **Networking Opportunity:** The program will be attended by many senior and junior professionals from various locations and industries. During the program, you will have the opportunity to network with these professionals and understand the types of issues and practices used in their environment.
- **Consulting Opportunity:** As the program will be delivered by extensively experienced Consultants, you will have the opportunity to discuss, consult, and relate to issues at your workplace and understand how such issues would be resolved.
- **Learning Best Practice Approaches:** Throughout the program, you will have the opportunity to learn various concepts related to the subject as well as best practice approaches on how to conduct and deliver effective training programs.
- **Professional Branding:** After successfully completing the program, you will have the opportunity to brand yourself with the title Certified Master Trainer and Facilitator (CMTF).



Who should attend the program ...

The **Certified Master Trainer and Facilitator** program is intended for a wide range of professionals including:

- **Professionals Leading Training and Facilitation**

Individuals in Human Resources, Learning and Development, and Organizational Development responsible for conducting training sessions will acquire essential skills to create productive learning environments. The CMTF program covers planning and structuring sessions, setting the tone, and making content engaging.

- **Top/Middle/Lower Management Professionals**

Executives and managers aiming to enhance their facilitation skills will benefit from this program. Completing the CMTF program enables them to lead impactful training sessions, fostering effective learning experiences within their teams.

- **Training Experts and Consultants**

Professionals such as Trainers, Facilitators, and Learning Consultants will deepen their expertise in delivering engaging training programs. The CMTF program provides advanced methodologies for building interactive exercises, establishing leadership in training situations, and adapting styles to handle diverse participants.



A simple and practical certification program ...

The program is designed in a simple approach which ensures educating participants with the subject's concepts and best practices and testing their understanding through their successful completion of practical assignments.

Program Delivery Plan							
	Live Workshop Sessions	Optional Clarification Sessions	Weekly Assigned Projects (4 Total Projects)				
Week 1			•				→
Week 2			•				→
Week 3			•				→
Week 4			•				→

- Each program is comprised of 4 Live Workshop Sessions and each session is 4 hours.
- The schedule of the Live Workshop Sessions will be announced on our website.






Master Trainer and Facilitator (CMTF)



Course Outline to be delivered in the Training Workshop ...

Below is the outline of the course that will be delivered during the Training Workshop:

Module 1: Planning and Structuring	Module 2: Setting the Tone	Module 3: Making Content Exciting	Module 4: Building interactive exercises	Module 5: Evaluation and Feedback	Module 6: Facilitation & Handling Participants
<ul style="list-style-type: none"> Know the structuring of an induction process, prepare induction training checklist Understand Gagne's Nine Events of Instruction with Example and Sample Learn key Aspects of a Training Environment – Venue, Seating arrangement, Speaker and Ancillary, Material – Courseware, Dress Code etc 	<ul style="list-style-type: none"> Taking Charge & Leadership through RICE Using the RICE model – Rapport, Impatience, Competence, Expectations Know why Visual aids can enhance a presentation Writing Learning objective Effectively prepare and use visual aids 	<ul style="list-style-type: none"> Know how to Gain attention Using recall of past experience Learn how to set objectives Understand Interactive lecture & Energizers Learn Guided Listening and Memorability Gain knowledge on Building virtual & in-person exercises 	<ul style="list-style-type: none"> Understand Simulation and its usefulness for training on certain competencies, Guidelines to administer Simulation Understand Field Visits and its usefulness for training on certain Competencies Gain knowledge on Group Exercises, guidelines for using the same effectively Learn about Role Plays, methods, usefulness for developing Competencies Understand Demonstrations, guidelines for Demonstration/Performance and its usefulness Learn Dramatized Experience, Types of Dramatized Experience and guidelines for using Dramatized Experience Know about Psychometric Tests, Types, usefulness for training and guidelines for taking Psychometric tests Understand Polls & Interactive whiteboards, activities 	<ul style="list-style-type: none"> Understand and prepare a General Training Facilities Checklist Choosing Venue, Equipment, Audio visual materials, Trainer supplies, Learn Providing Feedback, Types of Feedback for Instructors/Instructional Designers Post-Course Survey Questions Four Levels Of Kirkpatrick Training Evaluation Process – Reaction, Learning, Behavior, Results 	<ul style="list-style-type: none"> Learn about different Types Of Problem Participants – WASPS, SLUGS, TOADS etc Learn how to Focus on the participant Know how to take Feedbacks, empathize with participants, putting emotions under check Know about Different trainer styles : “Driver” – Result Oriented, “Expressive” – Intuition Oriented, “Amiable” – Relationship Centered

What Participants said about the CMTF program ...



"It was Excellent and well designed."

Aakash Thakur
Group Head of HR & OD, Alam Group



"Overall all the content and the program are very good and helpful to be able to structure our thoughts."

Samar Abu Shaban
Group HR Manager, Al Rostamani Group



"Great program, well delivered and well facilitated."

Dolly Phillips
Regional Training Manager, Souq.com



"Excellent workshop. I gained very useful knowledge."

Yasser Abouel Magd
Technical Training Manager, BMW Egypt



"Definitely beneficial and an eye opener."

Shreerang Tarte
Assistant VP HR, Webonise Lab



"Excellent and very informative program."

Yousuf Shamsi
Regional Training Manager, Samsung



"A very informative program."

Vivek Goel
Assistant Manager, Deloitte



"Very useful program with good practical exposure."

Shahi Rizvi
Recruitment Specialist, Siemens



Detailed Schedule of the program ...

Program Schedule

The program will be conducted **Online** over 4 online sessions.

Please check our website for the specific dates as announced <http://handover.consulting>

Program Fees

The fee for the program is published on our website. <http://handover.consulting>

Registration and Deadline

Please complete this [Registration Form](#) and send it to us before the announced registration deadline to confirm your registration in the program.



Program seats are limited. Book your seat now !!

Consider an in-house delivery of the program just for your company ...

- We have noticed an increase in demand from our clients to organize In-house training programs due to a number of distinctive advantages which include:
 - ✓ **Cost Saving:** the cost per delegate is typically less when compared to sending the same number to public training courses.
 - ✓ **Team Building:** a room full of delegates from different departments can encourage greater team work, awareness and understanding of each other's role.
 - ✓ **Industry Focus:** having this program delivered in-house for one company, provides the Trainer with more focus to concentrate on the company's specific industry and the best practices of the topic.
 - ✓ **Customized Training:** getting a group together allows all of the training and learning to be focused on the company and can discuss real, specific, and current examples.
 - ✓ **Convenient Schedule:** you will have the convenience to decide the schedule and timing of the in-house program that ensures the availability of all of your employees and aligned with your working hours.
- **Contact us now on enquire@handover.consulting to provide you with more details and a customized offer for your company.**



Contact us now

We would love to provide you with more details on our services.
Please do not hesitate to contact us for further details or enquiries.

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<http://handover.consulting>