

## *Program Overview*

## *Master Trainer and Facilitator*



**handover**

Efficiency ... from Hire to Retire

## Handover Consulting ...

*“Handover Consulting was initiated to partner with companies across the Middle East and provide them with unique and competitive consulting solutions to address their Recruitment and Human Resources challenges. Our team of specialists has been engaged with a number of multinational, regional, and local establishments and accordingly bring along solid operational and consulting capabilities in their areas of expertise.*

*Our vision for Handover Consulting is to become one of the leading and trusted consulting partners in Recruitment and Human Resources serving small, medium, and enterprise firms across the Middle East.*

*We would be honored to have the opportunity to be part of your successful future and for you to be part of our successful stories. We would love to provide you with more details on our services.*

*Please do not hesitate to contact us for further details or enquiries.”*

**Ali S. AlJa'bari**  
**Founder and CEO**



## Program Highlights ...

- **Program Overview:** The Master Trainer and Facilitator (MTF) 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 2 days of training workshop 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 Master Trainer and Facilitator (MTF).
- **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 7<sup>th</sup> largest HR Training firm.
- **International Accreditation:** The Master Trainer and Facilitator (MTF) 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 HR professionals from various locations and industries. During the program, you will have the opportunity to network with these HR professionals and understand the type of issues and practices used in their environment.
- **Consulting Opportunity:** As the program will be delivered by extensively experienced HR Consultants, you will have the opportunity to discuss, consult, and relate to issues at your work place 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 Master Trainer and Facilitator (MTF).



## 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 a practical project.

### Training Workshop

- 16 hours of training workshop (2 full training days).
- The Course Outline, highlighted in the next slide, will be delivered in the workshop
- Practical examples will be provided throughout the workshop.
- Team activities will be assigned.
- Best practice concepts and approaches related to designing and delivering Trainings will be provided.

### Guided Project

- 2 to 3 project options will be provided at the end of the training workshop through which participants will reflect their understanding and ability to apply the concepts of the learned material.
- Participants need to submit the project within 60 days.
- Participants will be provided with sample projects for reference.



### Master Trainer and Facilitator (MTF)



## 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: Attention and Setting the Tone	Module 2: Lecture and MS EVA	Module 3: Handling Participant problems
<ul style="list-style-type: none"> <li>Setting the learning environment/tone</li> <li>Developing rapport</li> <li>Your style/body language/voice</li> <li>Use of NLP Techniques</li> <li>Basic planning used in Gagne</li> </ul>	<ul style="list-style-type: none"> <li>Types of content</li> <li>Pacing a session</li> <li>Planning effective session</li> <li>Active/Guided Listening</li> <li>Interactive lectures/Tools to simulate interest</li> <li>Cooperative learning</li> <li>Developing presentations</li> <li>Energizers and Ice Breakers</li> <li>Questionnaires</li> <li>Instant Rapport</li> <li>Direct Interviews</li> </ul>	<ul style="list-style-type: none"> <li>Dealing with different styles</li> <li>Dealing with difficult questions</li> <li>Handling crucial conversations</li> </ul>
Module 4: Practice	Module 5: Assessment BARS and Feedback	Module 6: Enhance transfer to Job
<ul style="list-style-type: none"> <li>Demonstration</li> <li>Partner + Group activities</li> <li>Case Studies</li> <li>Role plays</li> </ul>	<ul style="list-style-type: none"> <li>Demo designing</li> <li>Test Designing</li> <li>IDP - Individual Development Planning</li> </ul>	<ul style="list-style-type: none"> <li>Learning Diaries</li> <li>Peer evaluation</li> <li>Applicability</li> <li>Buddy</li> </ul>



## What Participants said about the MTF 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



# We offer flexible program delivery options ...

- We have designed two key delivery options for the program in order to be convenient to individuals as well as corporates.

Program Delivery Option	Schedule	Location/Venue	Pricing
<ul style="list-style-type: none"> <li>▪ <b>Company Specific Program:</b> in this option a company would be interested to have the program delivered specifically for their HR employees. A minimum of 5 attendees is a must.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The program can be scheduled as desired by the company and the duration can be extended as seemed suitable by the company.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The company will have the option to decide the location and venue in which the program will take place.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The pricing of the program will depend on the number of participants, and location and shall be negotiable.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Public Program:</b> In this option the program is scheduled at a specific location and venue and any HR professionals will have the opportunity to register and attend the program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The program will be delivered in 2 days as per the announced schedule.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The program will typically be hosted in a hotel as per the announced location and venue.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The price of the program will be inclusive of the training workshop, lunch during training days, and certification and shall be priced as announced.</li> </ul>





## 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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