



Professional Development Institute
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Training Plan for the Certificate Certified Trainer (CT)

About the Certified Trainer Certificate

The "Certified Trainer" certificate aims to enhance the scientific and practical competencies of professionals and equip them with the necessary applied expertise to work as professional trainers in their fields. This professional certificate also seeks to qualify trainers to be capable of training others and transferring knowledge and skills in effective and impactful ways.

Objectives of the Certified Trainer Certificate

1. Enhancing Basic Training Skills:

- Developing essential skills in designing and delivering training programs.
- Improving presentation and effective communication skills with trainees.
- Ability to design innovative and engaging training activities.

2. Enabling Trainers to Apply Modern Training Strategies:

- Learning the latest methods in training and interactive learning.
- Applying modern training techniques such as e-learning and blended learning.
- Effectively utilizing technology and digital tools in training.

3. Ensuring Achievement of Educational and Training Goals:

- Enabling trainers to identify and analyze training needs.
- Formulating SMART (Specific, Measurable, Achievable, Relevant, Time-bound) training goals.
- Measuring the impact of training and ensuring desired results are achieved.



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4. Developing Leadership and Self-Management:

- Enhancing leadership skills and the ability to manage groups.
- Building self-confidence and the ability to face challenges in the training environment.
- Acquiring time management and organizational skills.

Importance of the Professional Certificate

- Development of professional skills.
- Increased employment opportunities.
- Enhancing trust and credibility.
- Effective transfer of knowledge.
- Keeping pace with modern developments.
- Making a positive societal impact.

Learning Outcomes

By the end of the program, participants will be able to:

- Prepare professional trainers.
- Improve basic training skills.
- Utilize modern training strategies.
- Effectively achieve educational and training goals.
- Enhance leadership and self-management.
- Promote positive impact and effective communication.

Requirements for Sitting the Professional Certificate Exam

- The exam is conducted through an accredited testing center.
- The online certification exam consists of 100 multiple-choice questions.
- Passing score: 70%.
- Exam duration: 3 hours.
- Participants must hold a bachelor's degree or a higher diploma.

Duration

25 Training Hours



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Certificate Training Modules

Module 1: Fundamentals of the Training Process

- The concept and importance of training.
- Characteristics of a successful trainer.
- Types of training (individual, group, online).
- Training strategies, policies, and procedures.
- Differences between teaching and training.
- Principles of training.

Module 2: Identifying and Analyzing Training Needs in Alignment with Linking Training Pathways to Career Pathways

- Phases of the training process and Training Needs Analysis (TNA).
- The concept and methods of career path planning at the individual and organizational levels.
- Banking competencies (practical applications) and competency-based training aligned with career pathways.
- Preparing training plans, executing, and evaluating competency-based training aligned with career pathways.
- Evaluation of the training process.



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Module 3: Modern Scientific Methods in Preparing Training Packages

- Preparing training packages.
- Primary purposes of training packages.
- Types of training packages.
- Components of training packages.
- Training needs.
- Training goals.
- Designing training content.
- Execution and evaluation of training packages.
- Applications, activities, and practical case studies.

Module 4: Train of Trainers – TOT

- Importance of training trainers.
- Theoretical foundations of the learning and training process.
- Training methods.
- Importance of the trainer's role and their skills in training.

Certifying Body



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