

Certified Master Trainer

Course code: HRT-006



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

At the heart of any successful training session lies the trainer. The Certified Master Trainer training course is specifically designed to empower trainers with the essential knowledge and skills needed to craft and deliver impactful training sessions. Participants of this course will gain access to cutting-edge tools, methodologies, and solutions, enabling them to create memorable training experiences with a profound and enduring influence. Moreover, they will learn to discern and appreciate the skills and traits that set exceptional trainers apart from their counterparts. Training Course Objectives By attending this training course, delegates will be able to:

- List various adult learning principles and their implications on the delivery of training
 - Identify and develop skills required in successful trainers
 - Examine training methods and determine the most appropriate one for their training workshops
 - Write specific Instructional Learning Objectives (ILOs)
 - Apply training models in the design and delivery of training programs
 - Develop blueprints for training sessions
 - Plan and deliver a training session relevant to their areas of expertise
- Designed for This training course is suitable to a wide range of professionals but will greatly benefit:
- Trainers
 - Line Managers
 - Business Partners
 - Team Leaders
 - Specialists
 - Officers

Why Attend

This course uses instructor-led sessions, guided discussion, and practical exercises built around Day One: Adult Learning and Learning Styles, Day Two: Characteristics of Successful Trainers, Day Three: Training Methods, Activities and Exercises, and day four: designing training programs.

Who Should Attend

Professionals responsible for human resources and training decisions and reporting.
Managers and specialists who need practical capability in day one: adult learning and learning styles.
Team members involved in day two: characteristics of successful trainers and related

— Learning Objectives

- The training cycle: an overview

- The importance of adult learning styles
- Characteristics of the adult learner – how they differ from children
- Learning styles – and how to assess them
- Cognitive overload research and what it tells us about training
- The various roles for training professionals

Course Outline

**DAY
1**

Day One: Adult Learning and Learning Styles

- The training cycle: an overview
- The importance of adult learning styles
- Characteristics of the adult learner – how they differ from children
- Learning styles – and how to assess them
- Cognitive overload research and what it tells us about training

**DAY
2**

Day Two: Characteristics of Successful Trainers

- The various roles for training professionals
- Facilitation: an overview
- Presenter and facilitator: what's the difference?
- Facilitator competencies & self-assessment
- Four guiding principles for facilitators (ORID)

**DAY
3**

Day Three: Training Methods, Activities and Exercises

- Using icebreakers and educational games
- Advantages and disadvantages of different activities/methods
- Planning and structuring exercises
- Brainstorming: you may have been doing it wrong
- Using SWOT, PESTEL and Force Field Analysis with groups

**DAY
4**

Day Four: Designing Training Programs

- Setting ground rules
- Steps to prepare an effective presentation
- Why educational objectives are essential
- The levels of training evaluation
- Calculating a cost-benefit analysis

**DAY
5**

Day Five: Presenting and Delivering Effective Training

- Presentation skills and overcoming fear
- The key elements of presenting
- Handling questions from the group
- Cultural issues in training

- Getting feedback from others

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Barcelona - Spain	€1,925
9 - 13 November 2026	Paris - France	€2,250
14 - 18 December 2026	Frankfurt - Germany	€1,625
18 - 22 January 2027	Amsterdam - Netherlands	€2,125
15 - 19 February 2027	London - United Kingdom	€2,100
15 - 19 March 2027	Istanbul - Türkiye	€1,425
19 - 23 April 2027	Vienna - Austria	€2,125
17 - 21 May 2027	Barcelona - Spain	€1,925

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.