

# Training the Trainers

## Overview

Proper training is the most cost effective way to increase productivity and improve your bottom line. Make sure that the people in charge of training your personnel are themselves well trained. Although this program is designed primarily as a basic guide for new trainers, it is also useful for veterans in the profession as a refresher course and to update their skills.

## Objectives

- \* To know the responsibilities of the trainer
- \* To be able to adapt to participants' expectations
- \* To learn the different training methods
- \* To understand the principles of effective oral communication
- \* To know how to make an effective presentation
- \* To be able to assess the impact of the training

## Who Should Participate

- \* New trainers
- \* Managers
- \* Supervisors
- \* Trainers
- \* Others who also need to learn how to train

## Key Topics

- \* Trainer's Role and Responsibility
- \* Qualities of the ideal trainer
- \* Participants' expectations
- \* Methods of Training
- \* Effective Oral Communication
- \* Planning and Delivering a Presentation
- \* Evaluating Training
- \* Essential Presentation Skills:  
WORKSHOP

Reserve now! Call us at:

Tel. (02) 727.56.28 / (02) 225.66.16 / (02) 225.73.47 /  
(02) 727.88.60

Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162 /

Sun: 0933-584-7266

Website: [www.businesscoachphil.com](http://www.businesscoachphil.com)

## Time

- \* 9:00 am - 4:00 pm

## Venue

- \* Unit 201 Richbelt Tower,  
17 Annapolis St.,  
Greenhills, San Juan City,  
Metro Manila

## Schedule

- \* Please check our website, or you may call any of our customer representatives.
- \* Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of our events.

## Seminar Fee

- \* Php 3,000.00 per person (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

## Discount

- \* 10% Discount if FULL AMOUNT is paid at least five (5) banking days before the event.

## Reservation

- \* Please call to register, or use the registration form below. Kindly fill-out, and send to us through fax (727.8860 or 727.5628) or email. You will receive a confirmation within 48 hours.

## Mode of Payment

- \* Deposit payment at Banco de Oro, Savings Account Name: BusinessCoach, Inc. Then kindly fax or email deposit slip (indicate name of participant and seminar title) to confirm reservation.
- \* On-site payment (CASH only)
- \* Company checks are accepted, provided that they are received at least five (5) banking days before the event.

### Register Now! (limited slots available)

Seminar Title \_\_\_\_\_

Date \_\_\_\_\_

Name of Participant \_\_\_\_\_

Nickname \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

TIN \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

(You may use a separate sheet for additional registrations)

\*Kindly fax to (02) 727.5628 or (02) 727.8860, or email form to [businesscoachphil@gmail.com](mailto:businesscoachphil@gmail.com)