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# TRAINING AGENDA

## Train the Trainer

Finastra Training Academy

**Dates:** (dates of the training to be completed)

**Location:** (full address of the training location)

**Client:** (name of the company)

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### Objectives

- Course objective 1:** **Presentation Skills 101-** Participants will learn about the art of presentation, using their voice, body, content and materials to create an effective presentation.
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- Course objective 2:** **Communication Skills-** This activity will discuss voice, tone, and the conversational approach that a trainer has to take when presenting to an audience. Participants will learn how to better interact with a diverse audience and to communicate in a more universal context.
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- Course objective 3:** **Cultural Diversity-** Participants will get a rich understanding of different cultural barriers, misunderstandings and become more aware of how to cope with a diverse cultural audience within their training environment.
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- Course objective 4:** **Audience Management-** Participants will learn how to better engage and guide their audience through a training session. They will discuss how to insure understanding from the audience, create dialogue during the training session and encourage higher level thinking from group participants.
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- Course objective 5:** **Engaging Learners through Instructional Methods-** Participants will learn about various adult learning styles and instructional methods to keep adults engaged during their training delivery.
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- Course objective 6:** **Implementing the A.D.D.I.E. Model-** Participants will learn how to implement each portion of the A.D.D.I.E. model (Analyse, Development, Delivery, Implementation and Evaluation) along with learning about Kirkpatrick's model for event evaluation.
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<b>Course objective 7:</b>	<b>Virtual vs Onsite-</b> Participants will evaluate the differences between a virtual versus a live training event. They will learn key requirements for each and also the difference when delivering a functional versus a technical training
<b>Course objective 8:</b>	<b>Virtual Engagement-</b> Participants will learn how to keep a virtual audience engaged in a remote environment through use of online tools and techniques to train audience.
<b>Course objective 9:</b>	<b>Best Practices: Impactful Presentations-</b> Participants will learn about best practices to use when creating and delivering a presentation in a meeting, training delivery or other circumstances.

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**Note:** (Optional...Talk to your manager if you wish to pursue after taking this course)

This course is meant to be aligned with the Competencies for the CompTIA CTT+ Certification. Students who complete the entire Train the Trainer course should be ready to take the multiple choice test portion of the CompTIA CTT+ Certification Exam.

## Summary Agenda

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM</b>	Arrivals, Intro to Course, Welcome  Icebreakers	Opening Activity  Presentation Skills	Implementing the A.D.D.I.E. Model	Remote vs Live Demos	End of Course Presentations
<b>Break – Tea / Coffee</b>					
<b>AM</b>	Engaging Learners through Instructional Methods  Personalities Test/Activities	Presentation Skills  Work on Structure Presentation	A.D.D.I.E. Practice  Best Practices: Impactful Presentations	Remote vs Live  How to Use a WebEx Training	End of Course Presentations/Peer Evaluations and Reflections
<b>Break – Lunch</b>					
<b>PM</b>	Learning Style Test and Activities  Engaging Learners through Instructional Methods	Communication Skills  Structure Presentations	Cultural Diversity	Virtual Engagement  End of Course Evaluation	End of Course Presentations/ Peer Evaluations and Reflections
<b>Break – Tea / Coffee</b>					
<b>PM</b>	Audience Management  Room set up and Questioning Activities	Presentation Skills  Peer Evaluation/ Reflection	Cultural Diversity Review  Cultural Diversity Activities	Work on Presentations	Leave early for Travel Arrangements  *** For out of town representatives***  Everyone else will stay till dismissal

## Detailed Agenda

Day 1	Times	Topic
	<b>09.00 – 09.30</b>	Welcome and Arrivals
	<b>09.30 – 10.30</b>	Introduction to Train the Trainer
	<b>10.30-11.00</b>	Icebreakers
	<b>11.00- 11.30</b>	Engaging Learners through Instructional Methods
	<b>11.30 – 11.45</b>	Coffee Break
	<b>11.45-12.30</b>	Engaging Learners through Instructional Methods
	<b>12.30 – 13.30</b>	LUNCH
	<b>13.30-14.00</b>	Learning Styles Test and Reflection/Discussion
	<b>14.00-15.00</b>	Engaging Learners through Instructional Methods
	<b>15.00-16.00</b>	Audience Management
	<b>16.00-16.15</b>	Coffee Break
	<b>16.15-16.45</b>	Room Set Ups Activity/Discussion
	<b>16.45-17.30</b>	Audience Management
	<b>17.15-17.30</b>	Questioning Audience with Matching Game
	<b>17:30-18:00</b>	End of day Clean Up

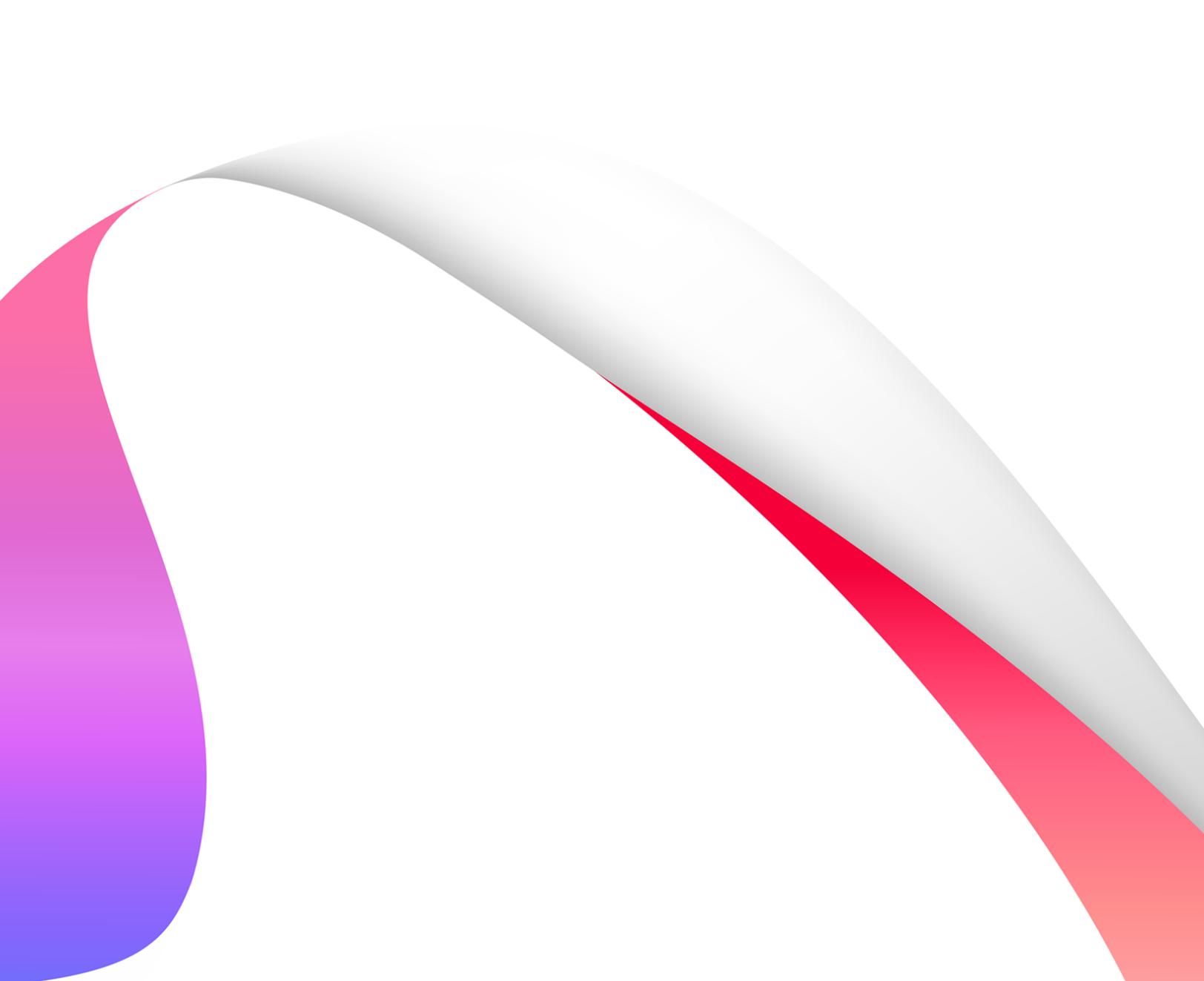
Day 2	Times	Topic
	<b>09.00 – 09:30</b>	Opening Activity/Icebreaker
	<b>09:30 – 11.00</b>	Part 1: Presentation Skills
	<b>11.00 -11.20</b>	Coffee Break
	<b>11.20 – 12.30</b>	Part 2: Presentation Skills
	<b>12.30 – 13.30</b>	LUNCH
	<b>13.30-15.30</b>	Part 3: Presentation Skills
	<b>15.30-15.45</b>	Coffee Break
	<b>15.45-16.15</b>	Part 4: Presentation Skills
	<b>16:15-17: 45</b>	Communication Skills
	<b>17.45-18.00</b>	End of day Clean Up

Day 3	Times	Topic
	<b>09.00 – 9:30</b>	Opening Activity
	<b>9.30 – 11.45</b>	Part 1: Implementing A.D.D.I.E. Model
	<b>11.45 - 12:00</b>	Coffee Break
	<b>12:00 – 12:30</b>	Part 2: Implementing A.D.D.I.E. Model
	<b>12:30 – 13:30</b>	LUNCH
	<b>13.30 -14.30</b>	Impactful Presentations
	<b>14.30-15.00</b>	Cultural Diversity
	<b>15.00-15.15</b>	Coffee Break
	<b>15.15-16.00</b>	Cultural Diversity
	<b>16.00-17.00</b>	Hofstede's Activity
	<b>17.00-17.45</b>	Adult Learning Styles Scenarios Activity (Review)
	<b>17.45-18.00</b>	End of day Clean Up

Day 4	Times	Topic
	<b>09.00 – 09:45</b>	Remote Demo
	<b>10.00 – 10:30</b>	Live vs Remote Discussion
	<b>10.30 - 11.00</b>	Remote vs. Live Presentation
	<b>11:00 – 11:15</b>	Coffee Break
	<b>11:15 – 12:15</b>	Remote vs. Live Presentation
	<b>12:15 - 13.15</b>	LUNCH
	<b>13:15 – 13.45</b>	WebEx Engagement & Set Up
	<b>13.45-14.45</b>	Virtual Engagement
	<b>14.45-15.45</b>	Work on Day 5 Presentations
	<b>15.45 -16:00</b>	Coffee Break
	<b>16:00 -17.00</b>	Work on Day 5 Presentations
	<b>17.00-17.45</b>	End of Course Evaluations
	<b>17.45-18.00</b>	End of day Clean Up

Day 5	Times	Topic
	<b>09.00 – 11.00</b>	End of Course Presentations
	<b>11.00-11.20</b>	Coffee Break
	<b>11.20 – 12.30</b>	End of Course Presentations and Peer Evaluations/Reflections
	<b>12.30– 13.30</b>	LUNCH
	<b>13.30 -16.45</b>	End of Course Presentations and Peer Evaluations/Reflections Train the Trainer Wrap Up ( <i>Early Dismissal for those traveling</i> )
	<b>14.65 -18:00</b>	End of Day Clean Up

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