Certified Training Officer: Mastering Effective Instruction

2027 □□□□□ 29 – 25
Amman (Jordan)



Certified Training Officer: Mastering Effective Instruction

Ref: 20220124_193625 Location: Amman (Jordan) Fees: 4200 GBP

Why This Course

Training officers play a critical role in shaping the skills, readiness, and professionalism of personnel in high-responsibility environments. Delivering effective training requires more than subject expertise—it demands strong instructional skills, structured program design, and the ability to evaluate performance objectively.

This intensive 1-week Certified Training Officer program is designed to build those capabilities. It provides a practical framework for designing, delivering, and managing training programs that meet professional standards. Through hands-on exercises and real scenarios, participants will gain the confidence to lead training sessions, assess performance, and ensure continuous improvement.

What You'll Learn and Practice

By participating in this program, you will:

- Develop structured training programs tailored to adult learners.
- Apply effective instructional and presentation techniques.
- Design and manage accurate training documentation.
- Understand legal and ethical responsibilities in training delivery.
- Evaluate performance and provide constructive feedback.

The Program Flow

Day 1: Foundations of Training

- Understanding the role and responsibilities of a training officer.
- Applying adult learning principles in training environments.
- Building strong communication skills for instruction.
- Creating a positive and engaging learning environment.

Day 2: Instructional Techniques

- Developing structured lesson plans and training materials.
- Improving presentation and delivery skills.
- Using technology to enhance training effectiveness.
- Applying practical and scenario-based training methods.



Day 3: Performance Evaluation

- Setting clear performance standards and expectations.
- Observing and documenting trainee performance.
- Delivering constructive and actionable feedback.
- Implementing remedial training when needed.

Day 4: Legal and Ethical Considerations

- Understanding training-related liability and risk management.
- Applying ethical standards in training environments.
- Managing confidentiality and training records.
- Addressing trainee conduct and accountability issues.

Day 5: Program Management

- Designing and managing comprehensive training programs.
- Evaluating and improving training effectiveness.
- Handling challenging training situations.
- Understanding certification processes and continuous development.

Individual Impact

- Strengthen instructional and facilitation skills.
- Build confidence in delivering structured training programs.
- Improve ability to assess and develop trainee performance.
- Develop a professional and consistent training approach.

Work Impact

- Improve the quality and consistency of training programs.
- Enhance performance and readiness of personnel.
- Strengthen compliance with training standards and requirements.
- Support continuous improvement in organizational training practices.

Training Methodology

This program combines instructional theory with practical application to ensure effective results. Methods include:

- Interactive sessions and guided discussions.
- Practical exercises in lesson planning and delivery.
- Scenario-based training simulations.
- Group activities focused on evaluation and feedback.
- Tools and templates for training documentation and program design.



Beyond the Course

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

- Develop a comprehensive training manual for their organization.
- Create standardized evaluation tools for consistent assessment.
- Design engaging scenario-based training exercises.
- Implement structured feedback and improvement systems for trainees.

