

Train-the-trainer timeline

Date: July 23, 2026

Timeline

08:30 – 09:00 Registration and Welcome Coffee

Participants arrive, sign in, pick up training materials, and enjoy morning refreshments while networking.

Location: Executive Foyer

09:00 – 10:15 Adult Learning Theory and Foundations

Explore core principles of adult learning, retention models, and effective facilitation styles. This interactive lecture sets the theoretical foundation for the workshop.

Location: Main Auditorium

10:15 – 11:15 Instructional Design Workshop

Learn how to structure lesson plans, define learning objectives, and select suitable multimedia for training sessions.

Location: Workshop Room A

11:15 – 11:30 Morning Refreshment Break

Take a short break to enjoy tea, coffee, and light snacks before the live demonstration.

Location: Executive Foyer

11:30 – 12:30 Master Trainer Live Demonstration

Observe a master trainer deliver a sample module showcasing body language, vocal variety, and audience engagement techniques.

Location: Main Auditorium

12:30 – 13:30 Buffet Lunch Break

Enjoy a catered lunch and informal discussions with peers and facilitators.

Location: Dining Hall

13:30 – 14:30 Handling Classroom Challenges

Delve into techniques for managing difficult dynamics, maintaining energy, and facilitating meaningful Q and A sessions.

Location: Workshop Room B

14:30 – 15:45 Peer Role-Play and Micro-Teaching

Participants break into small groups to deliver a short teach-back segment and receive structured peer feedback.

Location: Breakout Rooms 1-4

15:45 – 16:00 Afternoon Coffee Break

Re-energize with coffee and tea while preparing for the practical assessment.

Location: Executive Foyer

16:00 – 17:00 Practical Certification Assessment

Each candidate presents a final mini-training session evaluated by lead assessors against the certification rubric.

Location: Assessment Center

17:00 – 17:30 Certification and Closing Ceremony

Celebrate successful completion with certificate distribution, photograph opportunities, and closing remarks.

Location: Main Auditorium