

Course Title: Certified Technical Trainer

CTT+

(40 Hours)

Introduction:

This course is designed to prepare the students for the CTT+ exam objectives. It start with reviewing all techniques and procedures that is required from a presenter, it then reviews the questions and scenarios expected in the exam and finally all students will perform in class recorded presentation as a requirement for the exam.

Objectives

- Plan and prepare for a training event.
- Select and use appropriate delivery methods and use instructional media to supplement delivery.
- Demonstrate professional conduct and content expertise, and use communication and presentation skills to facilitate learning.
- Establish and maintain a learner-centered environment, use questioning techniques, and motivate and reinforce learners.
- Evaluate learner performance throughout an event and evaluate trainer performance and delivery.

Target Audience

- This course is ideal for trainers and presenters from all industries to improve their presentation skills. It offers the additional benefit of fulfilling the presentation skills component as mandated by CompTIA for CTT+ certification.

Course Outlines:

<u>Hour percentage</u>	<u>Hourly Outlines Plan</u>
<p>80% from total hour</p>	<p>Planning prior to the course</p> <ul style="list-style-type: none"> • Evaluating learner's needs • Managing technical classroom • <u>Preparing for the exam (questions and answers)</u> <p>Methods for effective instruction</p> <ul style="list-style-type: none"> • Engaging learners through instructional methods • Managing instructional materials • <u>Preparing for the exam (questions and answers)</u> <p>Establishing instructor credibility and maintain communication</p> <ul style="list-style-type: none"> • Instructing with confidence • Leading successful class • <u>Preparing for the exam (questions and answers)</u> <p>Leading group facilitation</p> <ul style="list-style-type: none"> • Managing learner centered instruction • Promoting learner engagement • Motivating adult learners • <u>Preparing for the exam (questions and answers)</u> <p>Evaluating the training event</p> <ul style="list-style-type: none"> • Evaluating learner competencies • Evaluating instructor and course performance • <u>Preparing for the exam (questions and answers)</u>

**20% from
total hours**

Classroom Performance-Based Exam

- Recoding video for the second exam TkO-202