



# Train the Trainer

## Running a seminar successfully

### Seminar objective

Participants are familiarized with the most important basics for conducting their own trainings. You will receive intensive, focused feedback on your own training behaviour and style.

### Seminar content

#### What makes a trainer successful?:

- Specialization and further training: professional, methodological and organizational skills.
- Professional materials: flip charts, facilitation kit, projector, etc.
- Clear guidelines and confidentiality
- Sympathy and empathy: passion and communication at eye level

#### What qualities should a trainer bring to the table?:

- Willingness to help, patience and self-confidence
- Problem solving skills
- Cooperative and coordinative
- Openness, honesty and sensitivity

#### What characterizes a successful seminar execution?:

- Change of methods and interaction
- Change of media
- Passive and active teaching methods
- Training objectives
- Obtaining the expectations of the participants

#### Preparing a seminar delivery:

- Organizing the learning content: Program planning
- Planning the use of teaching methods: Ensuring learning transfer
- Practicing training units

#### Important aspects within the seminar:

- Essential aspects of training behavior: Motivating participants
- Constructive feedback for the own trainer role
- Body language and self-confidence
- Development of the learning atmosphere
- Use of teaching methods and learning techniques
- Trainer behavior in unpredictable teaching situations: Difficult participants

#### Evaluation and control of success:

- Activation/utilization of participant resources
- Case studies
- Improving presentation skills through targeted feedback
- Intensive practical presentation exercises

#### Course ref.

TT7000

#### Participants

not more than 9 participants

#### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:00 - 16:00

#### Location & dates

##### Münster

16.12.2024 - 17.12.2024  
03.07.2025 - 04.07.2025  
15.12.2025 - 16.12.2025

##### Hamburg

22.08.2024 - 23.08.2024  
03.03.2025 - 04.03.2025  
21.08.2025 - 22.08.2025

##### Berlin

07.11.2024 - 08.11.2024  
23.06.2025 - 24.06.2025  
23.10.2025 - 24.10.2025

##### Hannover

10.03.2025 - 11.03.2025

##### Cologone

04.11.2024 - 05.11.2024  
17.02.2025 - 18.02.2025  
03.11.2025 - 04.11.2025

##### Frankfurt am Main

15.05.2025 - 16.05.2025

##### Nuremberg

20.03.2025 - 21.03.2025

##### Stuttgart

03.02.2025 - 04.02.2025

##### Munich

31.07.2025 - 01.08.2025

#### Fee

1.150,00 € (ex. VAT)  
1.368,50 € (inc. VAT)

Included in the price: Working



### **Methodology**

Trainer input Practical exercises Reflection Supervision Analysis of methods

### **Target audience**

The train the trainer seminar is aimed at anyone who wants to work with groups as a trainer.

documents, certificate of participation, lunch and coffee breaks.



## FAX-ANMELDUNG +49 251 20205-99

Internet: [www.kitzmann.biz](http://www.kitzmann.biz)  
E-Mail: [info@kitzmann.biz](mailto:info@kitzmann.biz)  
Telefax: +49 251 20205-99

Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

\_\_\_\_\_  
Name/Vorname

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Mobilnummer

\_\_\_\_\_  
Veranstaltung                      Seminarcode

\_\_\_\_\_  
Ort                                      Termin

Firmendaten/Rechnungsempfänger

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Rechnung (Name)

\_\_\_\_\_  
Straße/Nummer

\_\_\_\_\_  
PLZ/Ort

\_\_\_\_\_  
Telefon/Fax

\_\_\_\_\_  
Branche

\_\_\_\_\_  
Datum

2. Teilnehmer

\_\_\_\_\_  
Name/Vorname

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Mobilnummer

\_\_\_\_\_  
Veranstaltung                      Seminarcode

\_\_\_\_\_  
Ort                                      Termin

\_\_\_\_\_  
Anzahl der Mitarbeiter in Ihrem Unternehmen

\_\_\_\_\_  
Kundennummer

\_\_\_\_\_  
Anmeldebestätigung (E-Mail)

\_\_\_\_\_  
Unterschrift