

Training of Trainers (ToT) Programme
7th – 9th November 2023 | Online | English



About CIBAFI

The General Council for Islamic Banks and Financial Institutions (CIBAFI) is a non-profit institution that represents Islamic Financial Institutions (IFIs) globally. It was founded by the Islamic Development Bank (IsDB) and a number of leading IFIs. CIBAFI is affiliated with the Organisation of Islamic Cooperation (OIC).

Today with over 130 members from 30 jurisdictions, CIBAFI is recognised as a key component of the international architecture of the Islamic Finance Services Industry (IFSI). Its mission is to support the IFSI by advocating regulatory, financial and economic policies which are in the broad interest of CIBAFI's members and foster the development of the IFSI and sound industry practices.

CIBAFI is guided by its Strategic Objectives, which are, 1) Advocacy of Islamic Finance Values and Related Policies & Regulations; 2) Sustainability and Innovation Integration; 3) Industry Research and Analysis; and 4) Professional Development.

About the Programme

Human resources departments within organizations are increasingly recognizing that passive consumption of information does not lead to effective learning. Conventional training methods often deplete training budgets and yield meager returns on investment. Research indicates that individuals typically retain a mere 5% to 30% of information when subjected to traditional training approaches.

To tackle this issue, there is a growing emphasis on the adoption of innovative training methods within organizations, and one highly effective strategy is the implementation of Train The Trainer (TTT or TOT) programs in this field.

This training course will be conducted in the form of virtual workshops, providing participants with the essential skills required to lead training sessions within their respective organizations. These workshops will introduce a range of effective tools, techniques, and strategies meticulously designed to enhance the learning experience, professionalism, and competency of participants. They will illustrate how to optimize both the training environment and training programs, ultimately achieving exceptional training outcomes and results. Each workshop will uniquely reflect the organization's expertise, catering to the specific skills necessary for individuals to transition into successful trainers.

Programme Objectives:

By the conclusion of this course, participants will have acquired the following skills:

- Establish instant rapport with participants and secure buy-in from the outset.
- Create the ideal training environment tailored to your industry.
- Emphasize the relevance of learning to the job and solidify commitments.
- Utilize accelerated learning strategies to enhance training results significantly.
- Lead partner and group activities aligned with learning objectives.
- Convert information from short-term to long-term memory through practical application on the job.

Who Should Attend?

This programme is ideal for but not limited to the following:

- Trainers in different fields.
- Human Resource Managers and Supervisors.
- Training and human development employees.
- Marketing and sales employees.
- Corporate communication and marketing specialist.
- All employees whose work requires transferring knowledge, skills, and applications to others.
- All heads of departments.
- Senior management level.

Agenda

Day 1 (7/11/2023, 12:00 PM – 16:00 PM)

12:00 – 12:10	Opening Session <ul style="list-style-type: none">• Welcoming remarks by "CIBAFI"
12:10 – 13:15	Session 1 <ul style="list-style-type: none">• Team Formation• Introduction to TOT• How Adults Learn• Different Learning Styles of People
13:15 – 13:30	Break 1
13:30 – 15:00	Session 2 <ul style="list-style-type: none">• Training Needs Assessment (TNA)• Training Planning• Deriving the Case Studies and the Plans for Delivery
15:00 – 15:15	Break 2
15:15 – 16:00	Session 3 <ul style="list-style-type: none">• Engagement Strategies of Trainees

Day 2 (8/11/2023, 11:00 AM – 15:00 PM)

- 11:00 – 12:15 **Session 4**
- Different Tools to use for Training
 - Handling Different Participants with Ease
 - Facing Challenges in Training Delivery
 - Optimizing Training Operations and Learning Management with AI Solutions
- 12:00 – 12:30 Break 1
- 12:30 – 14:00 **Session 5**
- Communication Model and Listening Skills
 - How to Set and Answer Questions
 - Secrets of Body Language and Voice Tone
- 14:00 – 14:15 Break 2
- 14:15 – 15:00 **Session 6**
- Opening and Closing the Training session
 - Wrap up

Day 3 (9/11/2023, 11:00 AM – 15:00 PM)

- 11:00 – 12:15 **Session 7**
- Principles of Coaching and Facilitation: Part I
- 12:00 – 12:30 Break 1
- 12:30 – 14:00 **Session 8**
- Principles of Coaching and Facilitation: Part II
- 14:00 – 14:15 Break 2
- 14:15 – 15:00 **Session 9**
- Presentation Delivery of Different Teams
 - Evaluation and Closing



General Council for Islamic
Banks And Financial Institutions



المجلس العام للبنوك
والمؤسسات المالية الإسلامية

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Registration Form

Name: -----
Position: -----
Department: -----
Institution: -----
Industry: -----
Address: -----
Country: -----
Email: -----
Telephone: -----
Mobile: -----
Fax: -----

Please send the completed form to CIBAFI Secretariat
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E-mail: cibafi@cibafi.org