

Course Agenda

Facilitating Face-to-Face Learning

Module	Title and Sub-topics	Day
Module 1	Course introduction	1 16 Nov 2026
Module 2	Preparing the environment - Understanding audience needs - Applying the foundations of learning - Creating the learning environment	
Module 3	Conveying information - The learning cycle - Introducing training - Delivering training - Giving feedback - Concluding training	2 17 Nov 2026
Module 4	Managing the class - Managing disruptive learner behaviours - Managing time - Working with equipment	3 18 Nov 2026
Module 5	Applying your learning Practice presentations with feedback	4 19 Nov 2026
Module 6	Course conclusion	
Trainer Certification	IFC-LPI Trainer Certification based on TPMA Distinction Criteria	5 20 Nov 2026

Virtual Bonus Sessions (After certification. Dates to be agreed)

Session	Content
Engaging Participants Online	- Getting participants to engage more. - Holding participants' attention. - Adapting in-person materials for online. - Looking more professional while presenting.
Advanced Online Facilitation Skills	- Setting the mood. - Online collaboration tools.
Zoom like a Boss!	- Basic meeting settings - Advanced meeting settings - Zoom platform: Tools and features - Other collaborative tools