

Course Agenda

A professional trainer certification programme delivered by Huru Consult Limited.



MODULE	CONTENT	SESSION	DATE & TIME (EAT)
 Orientation	Introduction to the programme. <ul style="list-style-type: none"> • Introductions • Introduction to web-conferencing software • Our approach • Class schedule • Course pre-requisites • Website navigation • Questions 	Orientation	Thu 25 June 7.00 – 9.30 p.m.
 Introduction	Course Introduction	Session 1	Mon 29 June 7.00 – 9.30 p.m.
 Module 1	Preparing the learning environment <ul style="list-style-type: none"> • Understanding audience needs • Applying the foundations of learning • Creating the learning environment 	Session 1	Mon 29 June 7.00 – 9.30 p.m.
 Module 3	Conveying information <ul style="list-style-type: none"> • The learning cycle • Introducing training • Delivering training • Giving feedback • Concluding training 	Sessions 2 – 4	Thu 2 July Thu 9 July Mon 13 July 7.00 – 9.30 p.m.
 Module 4	Managing the class <ul style="list-style-type: none"> • Disruptive learner behaviours • Managing time 	Session 5	Thu 16 July 7.00 – 9.30 p.m.
 Module 5	Engaging participants online* <ul style="list-style-type: none"> • Getting participants to engage more • Holding participants' attention • Adapting in-person materials for online • Looking more professional while presenting 	Session 6	Mon 20 July 7.00 – 9.30 p.m.
 Module 6	Advanced online facilitation skills* <ul style="list-style-type: none"> • Setting the mood • Online collaboration tools 	Session 7	Thu 23 July 7.00 – 7.30 p.m.
 Module 7	Applying your learning <ul style="list-style-type: none"> • Detailed debrief of online practice presentation and feedback sessions ** 	Session 8	Thu 30 July 7.00 – 7.30 p.m.
 Module 8	Training Conclusion	—	—
BONUS SESSIONS	SESSION CONTENT	SESSION	DATE & TIME (EAT)
 Zoom like a Boss !	<ul style="list-style-type: none"> • Basic meeting settings • Advanced meeting settings • Zoom platform: Tools and features • Other collaborative tools 	Bonus Session 1	Mon 3 Aug 7.00 – 7.30 p.m.
 Facilitating In-Person	<ul style="list-style-type: none"> • Flip-chart magic • PowerPoint tips • Communicating with power • Mini-teach & feedback 	Bonus Session 2	Sat 8 Aug 8.30 a.m. – 1.00 p.m.
IN-PERSON IFC-LPI TRAINER CERTIFICATION	SESSION CONTENT	SESSION	DATE & TIME (EAT)
 In-person IFC-LPI Trainer Certification	Delivery of 45-minute training session by each candidate.	Trainer certification	Fri 14 Aug 8.30 a.m. – 4.30 p.m.

Note: Submission deadline for recorded training session: **14 August 2026.**