

Certified Corporate Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
11th - 14th Jul, 2023	08:30 AM-11:30 AM	4 Day(s)	Lake Naivasha Resort, Naivasha	6	60,000.00

Course Overview

The Certified Corporate Trainer (CCT) ® certification, is designed to give the participant a solid understanding of how to implement a training program in a corporate environment. The program covers all basic training principles and gives the candidate a solid understanding of corporate training and how it is applied in the workplace. The goal is to teach you the key competencies required to function in the role of a trainer within a changing corporate environment.

Course Objectives

By the end of this program, participants will be able to;

- Explain the Need for Training and Development.
- Explain the Various Roles of a Trainer.
- Describe the Various Learning Styles and their Importance.
- Explain the Phases of a Training & Development Program.
- List the Criteria for Evaluation of Training.
- Describe How to Plan and Organize Training Content.
- Explain How to Prepare Presentations for Training.
- Explain the Role of Training Room Configuration in Effective Training.
- Explain the Role of Games and Activities in Training.
- Explain the Ground Rules for Communication in a Training.
- Explain How to Handle Different Learners.
- Explain the Role of Body Language in Training.
- Explain the Expectations of Learners from Trainers.

Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

• Managers and supervisors responsible for team performance.

CHRP. Den PN Gathitu Secretary General

Academy of Certified Human Resource Professionals



Academy of Certified Human Resource Professionals Ltd.

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IHRM: C00259 NITA: NITA/TRN/1234

DATE: 20:10:2025		PROFORMA INVOICE						
Invoice To:								
Organization Name								
Organization Name:								
Phone Number:								
Email Address:								
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)			
1	1 Certified Corporate Trainer Training		60,000.00	9,600.00	69,600.00			
GROSS: Sixty Nine Thousand Six Hundred 69,600.00								
PAYMENT DETAILS								
Pay Bill No: 247247 Account No.: 300245 Amount: KES 69,600.00								
Bank Name: Equity Bank Bank Account Name: Academy of Certified Human Resource Professionals Ltd								
Bank Branch: Kenyatta Avenue Bank Physical Address: Kenyatta Avenue								
Bank Account Number: 1 2 9 0 2 7 1 2 4 5 7 5 3								
Nomination Authorization & Funding Confirmation								
Organization KRA PIN:								
Contact Person:								
Position:								
Signature:								
Date:								
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