



COURSE DESCRIPTION

Instructor's Guide COURSE DESCRIPTION	Course Code: CJSC02920
	Duration: 5 Working Days
	Issued: 2020
Course Title : MASTERING THE TECHNIQUES FOR TRAINING	
Course Purpose: Participants will be taught the skills and techniques of conducting lessons. They will be taught how to prepare the lesson including planning and preparing handouts and visual aids. Participants will also be taught about the instructional process and how adults learn.	
Target Population: The target population will be existing airport and airline supervisors and managers working with airlines or airports primarily responsible for provision of aviation related services to passengers and others.	
Topics that will be covered: <ul style="list-style-type: none">• To learn the principle of instruction.• To use the appropriate training methods. To know how to write a session outline.• To prepare handouts and visual aids.• To know how to deliver the lesson.• To learn how to manage the class.• Principle of instruction.• 3 Types of learning category.• The instructional process.• Using training methods.• Write a session outline.• Write the lesson objectives.• Prepare handouts and visual aids.• The questioning technique.• How to deliver the lesson.• The classroom management.	