

General Council for Islamic
Banks and Financial Institutions



المجلس العام للبنوك
والمؤسسات المالية الإسلامية

CIBAFI

Training of Trainers (ToT) Programme

6th - 10th December 2020 | Online

Registration Fee: 800USD



About CIBAFI

CIBAFI is an international non-profit organisation established in 2001 and headquartered in the Kingdom of Bahrain. CIBAFI is affiliated with the Organisation of Islamic Cooperation (OIC).

CIBAFI represents the Islamic financial services industry globally, defending and promoting its role, consolidating co-operation among its members, and with other institutions with similar interests and objectives.

With over 130 members from 34 jurisdictions representing market players, international intergovernmental organisations, professional firms, and industry associations, CIBAFI is recognised as a key institution in the international architecture of Islamic finance.

In its mission to support the Islamic financial services industry as the leading industry's voice in advocating regulatory, financial and economic policies that are in the broad interest of its members and that foster the industry's development and sound practices, CIBAFI is guided by its Strategic Objectives, which are 1) Advocacy of Islamic Finance Values and Related Policies and Regulations, 2) Research and Innovation, and 3) Training and Professional Empowerment.

About Training of Trainers (ToT)

CIBAFI Training of Trainers (ToT) Programme is ideal for occasional or less experienced trainers looking to improve their training skills as well as experienced trainers who wish to fine tune or update their training techniques. It is also open to general staff who wish to improve their communication and presentation skills and anyone who are interested and wish to pursue a career in the training industry.

Programme Objectives

- Define the concepts of training, facilitating, and presenting.
- Understand how to identify participants' training needs.
- Create a lesson plan that incorporates different range of learning preferences.
- Create an active, engaging learning environment.
- Properly develop visual aids and supporting materials.
- Manage difficult participants and tough topics.
- Use modern technology and applications to deliver training remotely.

Training of Trainers (ToT) Programme

Day 1: 6th December 2020

12:00 – 12:10	Opening Session
12:10 - 13:30	Session 1 <ul style="list-style-type: none">• Introduction and Course Ground Rules• Course Objectives• Training Definition, Type and Objectives• Establishing Performance Standards or Outcomes<ul style="list-style-type: none">- Demonstrate End-results- Measurement vs. Counting
13:30 - 13:45	Break
13:45 - 15:00	Session 2 <ul style="list-style-type: none">• How to Sequence your Training Content• Training Needs Analysis
End of Day 1	

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Day 2: 7th December 2020

12:00 - 13:30	Session 3 <ul style="list-style-type: none">• Learning Curve and Trainee Engagement• Creating a Lesson Plan
13:30 - 13:45	Break
13:45 - 15:00	Session 4 <ul style="list-style-type: none">• Creating Plan B• Training Rehearsal
End of Day 2	

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Day 3: 8th December 2020

12:00 - 13:30	Session 5 <ul style="list-style-type: none">• Training Activities and its Types• Delivery Tips and Tricks
13:30 - 13:45	Break
13:45 - 15:00	Session 6 <ul style="list-style-type: none">• Training Evaluation<ul style="list-style-type: none">- Importance and Types of Trainer Evaluation- Tools for Evaluating Trainers
End of Day 3	



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Day 4: 9th December 2020

12:00 - 13:30	Session 7 <ul style="list-style-type: none"> Using Visual Aids Creating Supporting Materials
13:30 - 13:45	break
13:45 - 15:00	Session 8 <ul style="list-style-type: none"> Keeping it Interactive Training Rehearsal
End of Day 4	

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Day 5: 10th December 2020

12:00 - 13:30	Session 9 <ul style="list-style-type: none"> Training Practice Online Training Practice
13:30 - 13:45	break
13:45 - 15:00	Session 10 <ul style="list-style-type: none"> Modern Online Training Applications Training Rehearsal
End of Day 5	

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Registration Form

Name -----
Nationality -----
Institution-----
Position -----
Department -----
Address -----
Country -----
Email -----
Telephone -----
Fax -----
Mobile -----

Registration Fee: 800USD

Programme Details

Please send the completed form to CIBAFI Secretariat
Tel: +973-17357300 | Fax: +973-1732 4902
E-mail: events@cibafi.org