



Train The Trainer

SEHG-HR-6222 · Business · approx. 8 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Human Resources course covering train the trainer. Self-paced lessons with applied exercises.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 8 instructional videos — 8 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English · Español

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Understanding Training and Facilitation**
 - What is Training?
 - What is Facilitation?
 - Identifying Appropriate Situations
- **Module 3 — Gathering Materials**
 - Identifying Participants' Needs
 - Reviewing the Materials
 - Identifying and Resolving Gaps
- **Module 4 — Creating a Lesson Plan**
 - Planning for the Basics
 - Adding Slack Time
 - Creating a Plan B
- **Module 5 — Choosing Activities**
 - Types of Activities
 - Preparing for Emergencies
 - What to Do When Activities Go Wrong
- **Module 6 — Preparing for the Workshop**
 - Creating a Materials List

- Gathering Participant Information
- Setting Up the Physical Location
- **Module 7 — Making a Good First Impression**
 - Greeting Participants
 - Being Prepared
 - Using Icebreakers and Energizers
- **Module 8 — Delivery Tips and Tricks**
 - Using Visual Aids
 - Creating Supporting Materials
 - Break!
- **Module 9 — Keeping it Interactive**
 - Encouraging Discussion
 - Using Group Work
 - The Power of Sticky Notes
- **Module 10 — Dealing With Difficult Participants**
 - The Ground Rules
 - Challenges and Solutions
 - Handling Interruptions
- **Module 11 — Tackling Tough Topics**
 - Tough Stuff to Watch Out For
 - Adjusting Your Material For a Sensitive Issue
 - Dealing With Sensitive Issues in the Workshop
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed. The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-HR-6222 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.