COURSE TITLE: TRAINING OF TRAINERS
CLIENT: GOLDFIELDS MINING COMPANY LIMITED ***(SECOND BATCH)***
PERIOD: 14TH SEPTEMBER – 18TH SEPTEMBER, 2026
COURSE COORDINATOR: AFUA KYEMENU CAIQUO (MS.)

ONE WEEK

TIME	MONDAY, 14TH SEPTEMBER 2026	FACILITATOR
09:00 - 10:00 A.M	Course Opening and Programme Overview	DG/AKC
10:00 - 10:30 A.M	**Snack break**	
10:30 - 11:30 A.M	Overview of Training and Development	AKC
11:30 - 01:00 P.M	Overview of Training and Development	AKC
01:00 - 01:15 P.M	**Stretch break**	
01:15 - 02:30 P.M	Adult Learning Principles, Learning Mechanisms & Styles	AKC
02:30 P.M	**Lunch**	
TIME	**TUESDAY, 15TH SEPTEMBER 2026**	
09:00 - 10:00 A.M	Setting Learning Objectives	LZA
10:00 - 10:30 A.M	**Snack/Coffee Break**	
10:30 - 11:30 A.M	Setting Learning Objectives	LZA
11:30 - 01:00 P.M	Training Needs Assessment	LZA
01:00 - 01:15 P.M	**Stretch Break**	
01:15 - 02:30 P.M	Training Needs Assessment	LZA
02:30 P.M	**Lunch**	
TIME	**WEDNESDAY, 16TH SEPTEMBER 2026**	
09:00 - 10:00 A.M	Training Programme Design	AKC
10:00 - 10:30 A.M	**Snack/Coffee Break**	
10:30 - 01:00 P.M	Effective Facilitation & Presentation Skills	AKC
01:00 - 01:15 P.M	**Stretch Break**	
01:15 - 02:30 P.M	Training Evaluation	AKC
02:30 P.M	**Lunch**	
TIME	**THURSDAY, 17TH SEPTEMBER 2026**	
09:00 - 10:00 A.M	Costing and Budgeting for Training	LZA
10:00 - 10:30 A.M	**Snack/Coffee Break**	
10:30 - 11:30 A.M	Costing and Budgeting for Training	LZA
11:30 - 01:00 P.M	MS PowerPoint	LZA
01:00 - 01:15 P.M	**Stretch Break**	
01:15 - 02:30 P.M	MS PowerPoint	LZA
02:30 P.M	**Lunch**	
TIME	**FRIDAY, 18TH SEPTEMBER 2026**	
09:00 - 10:00 A.M	Micro Training (Presentations by Participants)	LZA/AKC
10:00 - 10:30 A.M	**Snack break**	
10:30 - 01:00 P.M	Micro Training (Presentations by Participants)	LZA/AKC
01:00 P.M	**Course Evaluation / Closing**	LZA/AKC
	Refreshment /Lunch	