



CompTIA CTT+

Duration 5 Days



CompTIA Certified Technical Trainer (CTT+) certification identifies excellent and dedicated industry instructors.

It is an international, vendor-neutral certification that covers core instructor skills, including preparation, presentation, communication, facilitation and evaluation in both a classroom and virtual classroom environment.

CompTIA CTT+ (Certified Technical Trainer) certification validates excellences in instruction. Two exams are necessary to be certified: CompTIA CTT+ Essentials, and at least one of the two designations: Classroom Trainer or Virtual Classroom Trainer. Candidates will need to supply a video or recording of their classroom or virtual classroom sessions.

The exam covers planning prior to the course, methods and media for instructional delivery, instructor credibility and communications, group facilitation and evaluating the training event.

EXAM CODE

- CompTIA CTT+ Essentials: TK0-201 (3 days) (Weds, Thurs and Friday)
- CompTIA CTT+ Classroom Trainer: TK0-202 (2 days) (Monday and Tuesday of the following week)

Candidates interested in earning CompTIA CTT+ with the Classroom Trainer designation will take the CompTIA CTT+ Essentials (CompTIA CTT+ TK0-201) and then submit a recording of a classroom training session (CompTIA CTT+ TK0-202) and be evaluated and scored by certified scorers.

Adobe, Dell, Microsoft, Novell and Ricoh recommend that their trainers be CompTIA CTT+ certified. The Training Associates also look for CompTIA CTT+ certification when hiring trainers.

AUDIENCE

Learn creative ideas, strategies and techniques that meet the needs of the trainers in the software, telecommunication, educational manufacturing, insurance and health care industries. Participants will learn training concepts they can immediately apply in the classroom and business settings for both technical and non-technical training.

Certifications: Approved by CompTIA for CTT+ as well as Microsoft's MCT classroom requirements.

PREREQUISITES

No prior training experience is necessary. Both novice and experienced trainers alike will benefit from this excellent, highly interactive skill-building presentation course.



COURSE OUTLINE

(Duration 2 days)

Adult Learning:

- Acknowledging Characteristics of Adult Learners
- Understanding Adult Learning Styles
- Comprehending Models for Adult Learning

Preparing for a Class:

- Preparing Your Lesson Plan
- Chunking Information
- Using Icebreakers
- Deciding on Presentation Methods
- Using Examples and Analogies
- Using Humor
- Using Visual Aids
- Using the Appropriate Visual Aid
- Dealing with Varying Skill Sets
- Refining Your Plan
- Creating a Learning Environment

Delivering the Class:

- Developing Communication Skill
- Using Your Body Effectively
- Building Rapport with Eye Contact
- Understanding Proxemics

- Developing Your Voice
- Watching Your Vocabulary
- Active Listening
- Barriers to Effective Communication
- Beginning the Training Session
- Overview of Questioning
- Understanding Questioning Techniques
- Answering Questions
- Presenting Concepts
- Managing Difficult Behaviors
- Ending the Training Session

Feedback and Evaluation:

- Overview of Feedback
- Types of Feedback
- Guidelines for Giving and Receiving Feedback
- Using Questioning Techniques to Elicit Feedback
- Encouraging Feedback
- End-of-Course Evaluations
- Performing Self-Feedback

(Duration 1 day)

- Detailed explanation of Course Objective and Form submission base on CompTIA Video based exam (TK0-202)
- Explanation regarding video based presentation techniques.
- Preparation of video presentation over the weekend for the balance 2 days i.e. Monday and Tuesday respectively.
- [5 minute presentation, 10 minute presentation and finally between 17-22 minute presentation video's]
- Mock exam practice questions for CBT (TK0-201) (Questions and Answers)

(Duration 2 days)

- Live video recording video based exam presentation on basis of
- [5 minute presentation, 10 minute presentation and finally between 17-22 minute presentation video's]
- Uploading of final video based exam and CBT score to secure CompTIA CTT+ website for scoring of the video based examination