

# Training Of Trainers

Art of Public Speaking • Creative Presentation Skills

Innovative Training • Practical TOT

Kuala Lumpur | July 21-26, 2025

Dr. Tareq Alsuwaidan



Participant Receives  
**"Training of Trainers Certificate"**  
Upon Completion of Requirements



# 1

## Art of Public Speaking

### Section 1: Fundamentals of Public Speaking

- Benefits of Public Speaking
- Description of Bad Speakers
- Qualities of an Outstanding Speaker
- Time Management
- Speech Structure
- Secrets of Effective Speech
- The Art of Persuasion
- Speech Preparation Templates
- Types of Speeches

### Section 2: Art of Exceptional Speech Preparation

- Defining the Core Idea
- Identifying Surprises
- Choosing the Right Language – Capitalized R
- Preparing the Venue & Equipment - The word «equipment» is an uncountable noun, so it doesn't have a plural form.
- Preparing the Introduction
- Preparing the Conclusion

### Section 3: Public Performance & Engagement

- Appearance
- Body Language
- Overcoming Fear
- The Art of Body Language – Capitalized B
- Voice Modulation & Delivery Style
- Handling Difficult Situations



## 2

## Creative Presentation Skills

### Section 1: The Art of Impressive Presentations

- General Guidelines
- Images & Frames
- Fonts & Colors
- Presenting Statistics & Tables
- Media Consistency
- Using Videos

### Section 2: The Art of Writing & Publishing

- Defining Objectives
- Choosing: Title, Introduction, Conclusion
- Mastering the Art of Writing
- Cover Design (Front & Back)
- Writing Paragraphs & Sentences
- Managing References
- Citations & References
- Outlining Through the Table of Contents
- Publishing Management



# 3

## The Innovative Trainer

### Section 1: Rules of Preparation, Planning, & Course Introduction

#### First: The Laws of Ambition

- Laws of Success
- Laws of Excellence
- Laws of Training Material

#### Second: The Laws of Preparation

- Laws of Organization

#### Third: The Laws of Beginning

- Laws of Training Principles

### Section 2: Laws of Audience Engagement

#### First: Motivation & Encouragement Laws

- Laws of Driving Motivation
- Laws of Trainees' Interaction
- Laws of Encouragement – removed space

#### Second: Focus & Attention-Grabbing Laws

- Laws of Attention & Distraction

#### Third: Restrictions & Pitfalls

- Trainer's Restrictions
- Trainee's Restrictions

**The certificate that the participant receives is a Certificate of Attendance... However, to obtain a Certified Trainer Certificate accredited by Dr. Tareq Alsuwaidan, the trainee must complete the following:**

- Attend at least 80% of the training days.
- Prepare a fully developed training material following the designated model, which was developed by Dr. Tareq Alsuwaidan based on his extensive experience in authorship and training material preparation.
- Prepare training games, exercises, and methodologies following the approach practiced in the course.
- Create a computer presentation that aligns with the standards set by Dr. Tareq Alsuwaidan during the course.
- Record a training session (minimum of 30 minutes and maximum of 1.5 hours) presented via video or any other visual medium.
- **Initial Evaluation:** The training session will be evaluated by Dr. Tareq Alsuwaidan. This evaluation serves as the first assessment for the participant, where feedback and notes will be given. The insights gained from this evaluation will be used to prepare for the second training session, which will be conducted in the same manner as the first.
- **Final Evaluation:** Dr. Tareq Alsuwaidan conducts the final evaluation of the participant, assessing their performance and determining their eligibility for distinction as a Professional Trainer certified by Gulf Innovation Company. The participant's final level and capability are determined according to the grading table, that will be explained in the course, and the certification will be personally approved by Dr. Tareq Alsuwaidan.

**Final evaluation requirements to qualify for the certification:**

- Attend at least 80% of the training days.
- Achieve at least 80% in the final evaluation.
- Dr. Tareq Alsuwaidan's decision on grading and ranking will be final and shall determine who will receive the Certified Trainer Certification.

## Participation Details:

- **Program Date:** July 21-26, 2025
- **Program Time:** 9:00 AM - 3:00 PM (Kuala Lumpur Time Zone)
- **Program Language:** English
- **Program Venue:** **Kuala Lumpur**, Malaysia

## Cost & Registration:

**Program Include:** Materials, attendance certificate, and lunch

**Does Not Include:** Travel, accommodation, transportation, visa, etc...

### Early Registration Discount - before April 20th:

- without hotel **\$2350**
- with hotel **\$2950**

### Late Registration:

- without hotel **\$2600**
- with hotel **\$3250**

## Payment :

Issuing a check or bank transfer in the name: Gulf Innovation Company

Payment method in Kuwaiti dinar	IBAN (KW56KFHO000000000011010195808) Kuwait Finance House - H.O. Branch - Kuwait    Swift Code: KFHOKWKW
Payment method is in US dollars	IBAN (KW58KFHO0000000000091010158908) Kuwait Finance House - AL-Fiha Branch - Kuwait    Swift Code: KFHOKWKW

Electronic payment:



**Gulf Innovation**  
for Training & Consulting

Whatsapp: (965) 98853311