

About Customer Service Academy of Jamaica Limited (CSAJ)

“A focused future with satisfied clients”



The Customer Service Academy of Jamaica Limited (CSAJ) is the preferred source of customer service and related training for smart companies and organizations, whose employees interface with customers. The company is seen by its many clients as a compelling place to do business with. CSAJ works in partnership with its' clients to deliver cutting edge, high quality products designed to produce tangible results and to help establish 'best practice' performance and prepare organizations for sustainability.



City and Guilds of London Institute was established in 1878 following a meeting of 17 of the City of London's livery companies, the traditional guardians of apprenticeships and work place training. Its aim was to establish a national system of technical education.

City and Guilds of London Institute has worldwide recognition and offers learners over 500 qualifications in 28 industry areas – so that they can learn skills that equip them to fulfill their career ambitions or enrich their leisure time. City and Guilds of London Institute qualifications are valued by employers because they are developed in conjunction with key industry bodies – so they are always relevant and up to date.

City and Guilds of London Institute qualifications offer clear pathways to progression, spanning from entry level to the equivalent of a postgraduate degree. They offer a wide range of senior awards and higher level qualifications to professionals who want to get their abilities recognized by a name that count.

Traditional qualifications offered by City and Guilds of London Institute are not always appropriate to every business environment. As a consequence City and Guilds of London Institute developed an accreditation programme, enabling qualified companies to offer certificate programmes with a 'badge' of approval from City and Guilds of London Institute.

About the Programme

The Certificate in the Principles and Practices of Training (Train-the-Trainer) is designed for part-time trainers in the public and private sectors who are desirous of becoming trainers.

Programme Objectives

Upon successful completion of this programme, participants will be able to:

- ♣ Be aware of training issues of the 21st century
- ♣ Know the benefits of training
- ♣ Be familiar with adult learning principles
- ♣ Be familiar with the training cycle
- ♣ Be aware of the factors affecting the learning process
- ♣ Know how to identify all training needs
- ♣ Be able to plan, conduct and evaluate training
- ♣ Know how to deal with challenging personality types in the training room
- ♣ Understand the role of training as a strategic function
- ♣ Know how to establish a training culture in the organization
- ♣ Understand the role of the trainer as a communicator

Programme Content

- ♣ Types of Training
- ♣ The Benefits of Training
- ♣ The Principles of Adult Training
- ♣ Group Training Issues
- ♣ Identifying Training Needs
- ♣ Planning the Training
- ♣ Conducting the Training: The Four Steps
- ♣ Evaluating Training
- ♣ The Group Training Process from the Trainee's Perspective
- ♣ The Trainer as Communicator
- ♣ Making Training Stick
- ♣ Common Training Mistakes
- ♣ A Case for Training and Development
- ♣ Training Issues of the 21st Century
- ♣ Training and Development as an Investment
- ♣ Orientation and Socialization
- ♣ Mentoring

Programme Methodology

Highly interactive workshop involving individual and group work, discussion, role play, video/DVD presentation.

Programme Evaluation

The final evaluation will consist of a 4-hour multiple choice examination of 200 questions. Candidates would need to obtain a pass mark of at least 60% to be successful.

Why Certification—“Certify today and be relevant for the future”

In today's competitive environment exceptional customer service should be an integral part of the company's strategy and mission. In order to deliver on these goals, organization and individuals need to achieve and maintain superior levels of performance which means continuously improving and being better than the competition. Certification is an objective way of ensuring continuous development, standardized recognition global recognition in a competitive environment.

Certification validates the knowledge, skills and expertise of the professional in the respective industry. Certification provides concrete markers of development and signals a commitment to the profession. Once certified, you use your designation to identify your professional status in the industry.

What does the Certification Fee cover?

Fee include

- Course materials
- Accredited certificate for successful participant
- Review session
- Examination session



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**CUSTOMER
SERVICE
ACADEMY OF
JAMAICA LTD.**

Certificate in the Principles and Practices of Training (Train-the-Trainer)



**Accredited by
City & Guilds**