

Corporate Trainer Interview Questions And Answers Guide.



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Corporate Trainer Job Interview Preparation Guide.

Question # 1

Tell me how have you gone about identifying employee training needs in the organization?

Answer:-

Finding out training needs includes communicating with managers and supervisors, conducting surveys, talking to the employees and observing on the job performance. Analyzing performance management feedback and organizational, departmental and operational needs. Give a specific example in your interview answer.

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Question # 2

Where do you see yourself in five years as Corporate Trainer?

Answer:-

I see myself advancing or progressing in my career. I hope to have achieved my goals and aim and also to impact in people.

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Question # 3

Tell me how would you describe your training style?

Answer:-

My training method is a combination of visual demonstration, Q&A discussion, presentation of information, and practice. I engage my students in the lesson, providing them opportunity to engage with the information or skill themselves through discussion, practice, and questions.

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Question # 4

Explain me about your education. How has it prepared you for a career as a Training Specialist?

Answer:-

I have attended multiple workshops such as coaching to performance, motivating for results, taken college course work in business management and I am certified in Microsoft Office 2010.

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Question # 5

Tell me how do you prepare your training manual for a department?

Answer:-

After each class I submit any changes and corrections so it is ready for print and assembly. I delegate the assembly of the manual to folks on the phone that have down time.

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Question # 6

Please tell me how Would Your Boss, Co-Workers, and Subordinates Describe You?

Answer:-

Be ready to give some examples of the kind of team player you are. If you are not into office politics and have harbored good relationships at work, mention it. And remember that the interviewer may ask your references the same question. I strongly suggest contacting your references before the interview stage in order to talk through your career goals and how the reference can best support them.

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Question # 7

Tell me what is the difference between training and development?



Answer:-

The basic difference between training and development is:

Training helps to make the employee of a company to be more effective and efficient in the present role and responsibilities of the job i.e. fulfill short term needs of any company but development helps to improve the overall personality dimensions of an employee to take up any future assignments if any and better equipped to handle any critical situations might occur i.e. fulfill long term needs of any company.

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Question # 8

Tell me what is the role of a trainer in a company?

Answer:-

The role of a trainer is to develop a competency and skill sets in an individual to perform his/her effectively and efficiently in the work place. The trainer should communicate to the trainees about what is expected out of training in a simple and professional way.

The trainer plays a pivotal role from start to end of the training that includes the following:

- * Training plan
- * Timing of different training sessions
- * Choosing the relevant training methods
- * Preparing the training materials and aids
- * Conducting training sessions and
- * Evaluating the post training session

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Question # 9

Explain me how can better communication help in effectively implementing the change management?

Answer:-

Communication plays an extremely important role in the process of implementing change. Resistance to change occurs because of:

- * Fear of change
- * Not being a part of the change process
- * People moving away from their comfort zones
- * Low level of trust In being able to manage change
- * Wrong information about the need for change

However, all these problems can be better managed with open and clear communication.

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Question # 10

Tell me what is the importance of communication while taking a disciplinary action?

Answer:-

A disciplinary action can invoke a feeling of mistrust among not only the employee against whom the action is being taken but also his fellow employees.

In order to avoid this feeling of mistrust against the employer, it is important to:

- * Document the disciplinary procedure and communicate it to all the employees
 - * Provide a clear reference to the activities and the disciplinary action they call for according to the guidelines.
 - * Ensure that the employee against whom the action is being taken understands and accepts his behaviours against which the action is being taken.
- And, all these can be achieved only if you have clear communication system in place.

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Question # 11

Tell me what do you know about this industry?

Answer:-

You may not have a lot of experience in the field yet, but make sure you have researched and are ready to discuss current trends - particularly what's happening in the U.S. and in your home country. It's also extremely important to refer to specifics from internships or work experience you've had in the past or topics you've recently studied in school.

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Question # 12

Tell me what is the overall structure of the company and how does your department fit within that structure?

Answer:-

This is a good way to get a sense of the how the company operates and what each department does so that you can see how your role as an intern/trainee would fit into this organization.

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Question # 13

Tell me can you stand on your feet all day?

Answer:-

Trainers do not often have the opportunity to sit down. Because they are facilitating the program in one way or another, they stand during all presentations and during most discussions. Even when the participants are in small groups, trainers move from group to group ready to answer questions, address problems, or know when to move on to the next subject.

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Question # 14

Tell me can you be a big lug?

Answer:-

Although it would be nice to have all the training materials, supplies, and equipment just magically show up at the training site, it is more likely that you will be the person responsible for getting it all there. Packing, loading, unloading, and unpacking (and then doing it all over again) is simply a part of a trainer's job.

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Question # 15

Tell me what specific skills do you bring to the trainer position?

Answer:-

Refer to the essential skills and behaviors that every successful trainer needs.

These include technical skills such as knowledge of adult learning principles and business core competencies such as knowledge and understanding of basic business principles and organizational behavior.

Include personal competencies such as planning and organizing skills, information gathering and analysis, communication and presentation skills, coaching skills, adaptability, creativity and resilience.

Support your answer with work related examples.

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Question # 16

Tell us what do you consider the key criteria for training to be effective?

Answer:-

When answering trainer interview questions about effective training relate it to actual examples. Effective training means the employees are engaged in the training, learn new skills, ideas and knowledge. The process enhances employee self esteem and instills confidence and motivation.

The participants are able to transfer effectively what has been learned into the work environment. The training meets the employee's development and training needs and helps fulfill the organization's goals and objectives.

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Question # 17

Tell us what is the difference between training and development?

Answer:-

Training is helping someone understand a concept from the scratch. And development is more about coaching someone to do a task on their own.

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Question # 18

Tell me how do you decide what gets top priority when scheduling your time and balancing training needs?

Answer:-

Its all based on customer requirements. Any task where a customer requirement comes into picture is a high priority. A priority is also based on project deadlines. For example, the launch date of the product.

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Question # 19

Can You Work Under Pressure as Corporate Trainer?

Answer:-

Indicate that you can and ask the interviewer how much pressure is involved in the position. Learn what the interviewer means by pressure. The definition can vary significantly from person to person and company to company. If you are a pro at pressure jobs, describe a few accomplishments.

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Question # 20

Why Do You Want to Work for Our Company as Corporate Trainer?

Answer:-

Your reply could be based on their reputation for products, management, international scope, technology, or as a nice place to work and grow. The most important thing is to avoid generic answers. Know their products, policies, and potential for growth.

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Question # 21

Tell me what are the different methods you could use in training employees?

Answer:-

There are different training methods like on -the - job techniques, off-the-job techniques, role playing, simulation, internship, apprentice ship, lectures, case analysis, laboratory training methods etc.

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Question # 22

What is the importance of communication within an organisation?



Answer:-

Communication within an organization is one of the key elements responsible for its success and congenial atmosphere. Better communication in an organization brings following results:

- * 1. Better employer - employee relationship
- * 2. Lesser confusions within the employees and with the management
- * 3. Better productivity as the goals are clearly stated and conveyed with a clear work path
- * 4. Better communication helps in implementing changes easily
- * 5. Its boosts up the confidence level of the employees
- * 6. The employees in an organization with clear communication are better motivated
- * 7. Employees will have lesser grievances in a clear communication environment

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Question # 23

Explain me what makes effective internal communication difficult?

Answer:-

The major difficulties faced by the organizations in implementation of an effective internal communication system are:

- * Gap in receiving the information
- * Geographically divided work force
- * Using ineffective and inefficient way of communication
- * Message falling on deaf ears and blind eyes

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Question # 24

Explain me when you had to deviate from a process, (a design), (a plan). Or, talk about a time when expectations (or deliverables) changed?

Answer:-

* It's all about the flexibility. I'm a self-admitted planner & possess slight, um, OCD tendencies. That's okay - there's a need and a place for us - in every company, in every department, in every field. But, we must learn that nothing can be prepared for 100% and that the unfortunate by product of our technology, our long commutes, and our complex society and our large organizations is the need for flexibility. Don't sweat it and don't take it personally. If you are like me, trust me you are valued for what you bring and what you do - even if you think you never hear it or are fairly compensated for it. That's fine. Even if you make a mistake and leave a position or company because you weren't valued - you still will always need to recognize that flexibility can endear you very much to those who fly by the seat of their pants.

* The saying goes "no man is an island". And in the training world that's never been more true than today. You may know Photoshop, or Illustrator, or Captivate, or Lectora, or your company's LMS like the back of your hand. Trust me though, unless your a programmer who works on that program, you don't know everything - and you will get a request that you cannot fulfill - either in time and/or budget requirements. But, that's okay - deviation is expected. All those project plans you fill out, all your hours you've tracked, all those fancy spreadsheets or Microsoft Project timelines you've seen - everyone is late with work, every project cuts corners, skips steps, or somewhere along the way causes anxiety, anger or sleepless nights for a manager. You are not alone. So, when this question comes up - focus on what you did right, how you fixed it, not on the problem or casting blame.

* As a side note, this may be a great and opportune time to include a comment or story than demonstrates your ability to learn a business/industry - it's not just about you and your reaction - it can also be about your ability to conceptualize, organize, and maybe even evaluate a situation clearly and that's what a business needs.

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Question # 25

Tell me how did you (or can you) incorporate Kirkpatrick into your design? Or Bloom? Or Gagne? Or - what was your previous company's training model / design process?

Answer:-

* Here we see another place where your analysis skills are tested, but you cannot afford to get bogged down in theory or in details. Be specific, be precise, and be positive. Again, you will learn the company's process with enough practice and time, but they won't want you if you make yourself out to be a professor locked in an ivory tower, or a schlep with little refinement.

* Another big part of training, especially for you newbies, is the ability to see and/or make connections. Going back to that panel discussion I mentioned earlier, (it was on the difference between training and education) even when you don't consciously realize it - your brain is designed to compare and contrast things. If you can master the process and your subconscious thoughts - or you meditate/reflect on a regular basis, you can do yourself and your career a huge favor. Good training departments, like good teachers or professors, know it's not about one thin- it's about the learners & about the "company" - which for professors is the subject matter. Outside of upper management, you are one of the few areas that really gets to learn and see and spend time in many areas of a the business - especially as the company size gets exponentially larger. So, use that opportunity to your advantage and also discuss your observations - again in a positive manner, with a prospective employer. But - be prepared. If you didn't act or didn't have a chance or didn't feel comfortable approaching people about things - be prepared to discuss why and what you would have done or would do differently next time.

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Question # 26

Tell us what's your favorite part of the training cycle? Or, which part of the process have you been involved the most in? Or, what part do you see yourself focusing on in the future?

Answer:-

* Nope - we haven't left the dating game yet. This is another attempt to see if you'll do well and stick with the position you are applying for. Extroverts applying for a LMS administrator job may find it boring or worse, fail in the position once you master the system or once you've reached a comfort level at work. Similarly heavily introverted folks may find a traveling position, a pure trainer position, or a sales position taxing and may fail if they don't have the right skills and abilities to master the demands. So, if the manager needs more proof of your personality or there's not an obvious fit between your experience and/or personality and what you've applied for, you'll find this question or something like it will almost always come up.

* It's also a way for managers to initially gauge the area(s) where you may tend to get stuck or confused or where a personal bias becomes evident. Especially in smaller companies or smaller training departments, the need for folks operating in a blended capacity has increased in the last few decades, and rapidly so in the last few years as "rapid" e-learning tools have come about. Just remember - it's nothing personal - it's just business.

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Question # 27

Tell me what makes you a good candidate for the position?

Answer:-

Discuss your qualifications, including your educational background (include specific coursework or projects), internships and professional work experience. You may also want to include some personal characteristics (e.g. motivated, hardworking, getting along with many different types of people, etc.), but do not simply list positive attributes. The interviewer is more interested in how you demonstrate these skills or attributes.

For example, instead of saying you are motivated, provide an example of how you proactively identified a need at a previous company and subsequently led a project to meet that need. This will prove that you are motivated without you just saying, "I'm highly motivated." If an employer ever asks you to "tell me about a time..." this is the type of response they are seeking. They don't want to hear that you are good at time management-they want you to provide actual examples of your time management skills.

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Question # 28

Tell me why are you interested in hiring an intern?

Answer:-

This is a great way to gauge the employer's motivation for having an intern in the first place. You can better understand what they might have you working on and what type of role they envision you having.

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Question # 29

Tell me can you be the perfect role model all the time?

Answer:-

It is a trainer's job to teach the "right" way to do things. You must also be prepared to practice what you preach. Trainers run the risk of losing their credibility if they are not perceived to be a perfect example of what they teach. And, because no one is perfect, trainers must also admit it when they make a mistake. Trainers cannot allow participants to leave a training session with incorrect information.

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Question # 30

Tell me are you able to process failure, identify solutions, and make improvements?

Answer:-

Not every training program is a smashing success. In fact, some are downright bad. Successful trainers are those who analyze what went wrong in the bad sessions and then design changes in the program so that it improves the next time around.

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Question # 31

Tell me even if you can literally stand on your feet all day, can you figuratively stand on your feet all day?

Answer:-

No amount of preparation can equip a trainer for everything that can happen in a training session. The trainer must be prepared to respond to unexpected questions and events. A trainer must be flexible. Sometimes, the planned agenda doesn't fit the needs of the audience. A good trainer adjusts the agenda and changes the material so that it meets the needs of the audience. An effective trainer also reads the audience and adjusts the level of the training to fit the level of the audience.

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Question # 32

Tell me can you demonstrate how to use a specific feature in a particular software program?

Answer:-

* I don't disagree with using this type of question as backhanded as it is. Quite honestly there's plenty of miss-perceptions out there. Because you have a degree, because you listed this on your resume, because you have experience with this company, etc., people assume you can do this or you know that. Trust me, I'm a firm believer in business' needs to invest in people - but there's also a point where you need to know what you can and can't support. When I was teaching HS I spent several years at an very good, but small Catholic school in the inner city. Given the school's struggle with tuition, a small student population, bigotry from both minority and majority parents, perceptions about the neighborhood and the lack of resources mixed with the home lives of many students, the school continues to this day to provide a decent education. However, given the limitations of the school kids with real social-emotional problems would not find much help there, nor does it benefit the other students. I'm not about segregation - on the contrary I think one of the biggest problems with the economy and the cause of so much disparity in wealth is from the separation of the privileged, especially regarding education. But, it's also about knowing who you are and what you can/can't do.

* So, all that being said, if the company has been burnt by people claiming they can do something but can't if there's reason to believe what you claim on your resume is false, or perhaps it's just the nature of the company, you may actually receive this sort of request to really test your knowledge about the program. However,

* it's more likely this is a way to test your ability to work out of your planned comfort zone, on a sudden request, or how you handle yourself under pressure. Very often people pick the most arcane or underused feature(s) of a particular program. Don't sweat it. Even if you don't remember and freeze up - just let it go - trying to do something out of context is also difficult - if you think of the answer at some point during the process - politely insert it in between questions.

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Question # 33

Explain me your relationship with SMEs. Or, describe a time when you had to work with a difficult SME?

Answer:-

* This type of question, especially if the phrasing is a bit more like the second example, puts you automatically on thin ice. Most people, even if they don't consciously think about it, don't want to hear someone bashing an old boss, fellow employee, etc. So, this question must be handled with tact and graciousness. Focus on your actions and focus on what you did to try and make the situation better. This is similar to discuss performance/training related issues and what you did to help not just "train" but also train to eliminate the cause of the problem.



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* This is also a personality check. Besides not wanting to work with a person who blames others or bad mouths, businesses thrive when problems are solved, when initiative is taken, when someone steps up. Even if the solution isn't elegant or as soon as you finish something it becomes useless, outdated, or the like, it's at minimum an effort as seen by any employer and a learning opportunity for you.

* Also, going back to that earlier comment about no one being an island unto themselves, this is also a barometer on how you function as part of a team - and here you can knowingly or unknowingly give away your strengths and weaknesses.

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Question # 34

Explain me what is the role of communication in implementing an effective disciplinary system?

Answer:-

Every organization requires some work ethics and disciplinary system to be followed for efficient working and maintaining work culture. However it is a big challenge to ensure that the disciplinary system is properly implemented.

Communication plays an effective role in efficient implementation of the system. Some of the activities that can be done to ensure the implementation of an effective disciplinary system are:

- * i.) Putting up the notices on the notice boards
- * ii.) Updating the guidelines and putting them on the intranet
- * iii.) Communicating them through the e-mail.

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Question # 35

Explain me as a trainer, what are the steps you would undertake to make the long training session not boring to the employees?

Answer:-

The following are the steps to be undertaken to make the long training session not boring to the trainees/employees:

- * Give appropriate breaks to refresh
- * Use both audio-visual aids as and when necessary
- * Keep avoiding mono dialogue session; make the session highly interactive
- * Include management games like ice breakers etc. to energize the whole team
- * Introduce different learning principles like showing live industry examples and case study analysis

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Question # 36

Tell me how quickly do you make decisions? Give me an example of how you have done this as a trainer?

Answer:-

I am able to make decisions.

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Question # 37

Tell me how do you prepare a training course? What research do you do beforehand? How do you decide which teaching methods you will use?

Answer:-

In order to prepare a training course, I first look at the objectives for what I want to accomplish. What are my goals? What do I want my students to learn? Then I look at various methods for teaching those objectives, and look for resources that will aid in accomplishing the objectives. I also research my audience if I can, gathering information about the group I will be training and finding out what knowledge they already have that I can build upon, and what gaps they might have that I will need to address. I determine the teaching method based on what I know of my audience, what I know of my learners' needs, what I know of the facilities where I will be providing the training, etc. I try to use a variety of methods so that I address multiple learning styles, and provide ample time to practice skills.

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Question # 38

Explain what training methods have you used and which have proven the most effective in your experience?

Answer:-

Professional trainers use a variety of methods including role playing, simulation, lectures, case studies. Assess the training needs of the employees, determine which skills and knowledge need to be learned and then decide on the most appropriate training method for imparting these specific skills, abilities and knowledge.

The method must match the participants' profile and needs and the learning material.

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Question # 39

Tell us an example of a learning intervention you implemented which was successful. Why do you think it worked well?

Answer:-

Take the interviewer through each step of the training process from identifying the training needs to designing the right learning intervention, to presenting the training program and evaluating the effectiveness of the intervention.

Highlight the key skills you used from problem assessment to decision-making to presentation skills to evaluation skills.

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Question # 40

Tell me when have you led a training course that did not live up to your expectations? What happened? What did you learn from it?

Answer:-

I have led workshops that were developed by others in my organization that did not live up to my expectations, because they were not designed well. What I found



was that the structure was not one that worked for me, that sometimes the information was outdated or incomplete, and that the designer had not planned for the types of questions the facilitator might encounter. As a result, I learned two things: that I must spend more preparation time with trainings that I have not designed myself in order to acquaint myself thoroughly with the information, and that I must be willing to change up the training in order to suit my style and be responsive to the needs of the audience. After every training I did the same workshop, I evaluated how it went and updated information accordingly, so that I was always prepared for questions and concerns that arose.

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Question # 41

Tell me how would you ensure that the training is effective for an employee within the company?

Answer:-

The training is effective in all means if it:

- * Imparts new skills
- * Inculcates new ideas, knowledge and concepts
- * Is practical oriented
- * Not an information dump
- * Aligns the training needs to fulfill the organizational short and long term goals
- * Conducts the post evaluation to ensure the satisfaction levels to refine the future training needs

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Question # 42

Tell me what are the various tools that can be used for an effective internal communication?

Answer:-

Various tools which can be used for an effective internal communication are:

- * i.) Small Group meeting
- * ii.) Big group meetings
- * iii.) Open House
- * iv.) Notice boards
- * v.) E-mails
- * vi.) Internal newsletters
- * vii.) Intranet
- * viii.) Blogs
- * ix.) Videos
- * x.) Targeted desktop messages
- * xi.) Effective screen saver messages

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Question # 43

Tell me how do you go about gathering content and requirement from SME's. Or, - how do you go about creating and using a needs (or gap/job) analysis?

Answer:-

- * We're back to the tree/forest concept from earlier. Training is about both details and the big picture. In a business setting, it's about the needs of the learner balanced against the needs/demands/constraints of the business.
- * This type of question also allows insight into your decision making process. Businesses need people who can make decisions while learning from mistakes or missed opportunities. It's a bit complex at time, but in reality, good training programs, on any level, are about knowing what approach to take and what to not do or not to include.
- * A question such as this also allows you to show how you learned and grew professionally in a roll. Everyone knows next to nothing when they start out. Everyone also does not know what they don't know. Still following? So being able to relate how your work, your tactics, your approach, your design, etc. changed as you grew and learned is a great way to show yourself off. But be wary again - be specific and be precise. There's a fine line between self-awareness and bragging.

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Question # 44

Basic Corporate Trainer Job Interview Questions:

Answer:-

- * Tell me about a time when you trained a new hire.
- * Tell me about a time when you retrained someone who was struggling in their job.
- * Tell me about a time when you mentored a coworker successfully.
- * Tell me when you trained a superior.
- * Tell me about a time when you mentored coworker but failed to help them improve.
- * Tell me about a time when you delegated a task for developmental reasons.
- * Tell me about a time when you brought in an outside expert to train your team.
- * Tell me about a time when you taught a group in a seminar.
- * Tell me about a time when you utilized interactive training techniques.
- * Tell me about a time when you overcame disruptive behavior from a seminar participant.
- * Tell me about the greatest training challenge you have faced.
- * Tell me about a time you had to train a group on a topic you were not an expert in.
- * Tell me about a time when you implemented new technology to facilitate training.
- * Tell me about a time when you identified a training need in an organization that had been unmet.
- * Tell me about a time when the training you delivered resulted in significant bottom line results in the organization.
- * Tell me how you would train me to do... (insert a common task or topic in your industry).

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Question # 45

Behavioral Corporate Trainer Job Interview Questions:



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Answer:-

- * Give me an example of a successful training program you taught. What made it so successful?
- * Walk me through the process of preparing a curriculum
- * Recall a time you had disagreement with someone about the objectives of a training program. How did you resolve it?
- * What's your response to negative feedback?
- * Describe some employee training methods that have worked well for you
- * Tell me about a time your training didn't have the good results you expected. What happened and what did you learn?

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Question # 46

Operational and Situational Corporate Trainer Job Interview Questions:

Answer:-

- * How would you deal with an employee who doesn't think your training session is worthwhile?
- * People learn in different ways and with varying speeds. How would you ensure everyone in your program develops their skills?
- * How would you conclude a training session?
- * If I asked you to identify the training needs of the organization, where would you start?

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Question # 47

Role-specific Corporate Trainer Job Interview Questions:

Answer:-

- * What methodologies do you use in training?
- * What subject do you least enjoy teaching?
- * Which subject do you teach more often?
- * Give me an example of how you use technology in your job. What e-learning software do you prefer?
- * How do you keep up with news and trends in employee training?
- * How would you use the ADDIE/Kirkpatrick model?
- * Do you have experience in training a trainer?
- * Are you certified as a trainer?

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Question # 48

Fitness Trainer Job Interview Questions:

Answer:-

- * Why did you decide to become a fitness trainer?
- * Are you CPR-certified? What other certifications do you hold?
- * How do you keep your fitness training knowledge up to date?
- * What group classes have you taught? In your group classes, explain how you accommodate varying skill and fitness levels.
- * What diet and nutrition education have you received?
- * What experience do you have with customer service? Describe how you handle customer service situations involving difficult fitness center members or prospective members.
- * Walk me through how you start a class from the very beginning to the end of the warm up.
- * How important is nutrition to you in creating a client's regimen?
- * What evaluations do you conduct with a new client eager to begin a fitness regimen?
- * Describe your time management approach for assisting individual clients versus group workout classes.
- * Describe how you handle a client who is unhappy with your work, or a client who doesn't achieve her goals, when you know the problem is with her level of motivation.
- * Tell me about a time when a client was unhappy with your work. How did you handle the situation?
- * Imagine a client is discouraged during a training session. How do you keep him motivated?
- * If a client complains about a previous injury, how do you handle that when constructing a fitness regimen for her? What do you do to prevent further injury or to discourage the client from engaging in activities -- during the client session or working out on her own -- that would exacerbate a pre-existing condition?
- * What techniques use to increase your clientele? What are your goals for increasing the number of clients you serve?
- * What are your thoughts about organic food? What are your thoughts on a vegan diet? When you encounter a client or prospective fitness club member who is committed to a diet that differs from your own, how do you remain objective?
- * Give me an overview of a training program you would set up for a client strictly looking for weight loss and toning? What do you tell clients who are looking for instant results?
- * Do you have fitness goals for yourself? If so, what are they?
- * Give me three essential exercises you suggest for all clients? Why are these in your top three?

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Question # 49

Explain me a time when you didn't understand a project. Or, describe a time when you felt like you didn't know what you were doing or what a boss/client/SME wanted. Or, what would you do if someone handed you a Powerpoint or you had to take an ILT course and make it e-learning?

Answer:-

- * Several different ways to phrase it - some more direct than others, but essentially they're all looking for the same thing - what's your thought process and how do you go about gaining clarity, building a project, establish milestones, and evaluate. It's basically question 1 all over again - but this time masked under some confusing language or presented as a situation where you are lost and without direction. Again, a great opportunity for you to share what you know, to share problems you helped solve. And, a great chance to talk about how you work.
- * Alas, it's also a way to shoot yourself in the foot. Maybe you are uncomfortable without clear directions, I still am sometimes. Maybe you just don't have enough time with someone to really gauge their personality. Maybe, you judge others too quickly to form a really accurate picture of who they are and how they approach things. Anyway you cut it, there are times we all get over our heads, when we get lost, we don't know what the other person wants. So, it's essential when answering this type of question to gain clarity from the interviewer as a way to demonstrate you know what they're looking for, and to focus on actions more than thoughts. Oh -



and again - don't go bashing anyone!

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Question # 50

Explain me which tools do you propose should be used for communication during crisis?

Answer:-

Tools which you can use for communication during crisis are:

- * i) Internal/ External social media - depending on the issue
- * ii) Executive Blog
- * iii) Forums
- * iv) Addressing large groups of employees
- * v) Press Conference

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Question # 51

Explain what are the key issues that should be addressed in the design, conduct, and evaluation of training programs?

Answer:-

The following are the key issues to be addressed for a successful training program:

- * Place (indoor/outdoor)
- * Audio visual aids
- * Relevant training materials
- * Facilities
- * Time schedule
- * Non - visual aids
- * Trainer

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Question # 52

Tell me how Do You Feel About the Progress You Made in Your Last Position?

Answer:-

Don't discuss your feelings, per se, but do stress your accomplishments. For instance, "When I started with the Blake Company, I was given responsibility for their operations in Mexico and Costa Rica. After I turned them around, they made me general manager for Mexico and Central America. How are your international operations performing?" An answer like this communicates great information about your value as an employee while still conveying positive feelings about your progress.

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Question # 53

What is your greatest weakness as Corporate Trainer? What are you doing to improve it?

Answer:-

Cant say no. I will find a way to help some one in need. I have a calendar on my phone and I will check it before committing to an engagement.

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Question # 54

Tell me how do you keep current with the latest developments and ideas about business training?

Answer:-

Focus on your motivation for professional development and learning. Do you attend seminars, subscribe to relevant publications, do research on the internet and proactively update yourself?

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Question # 55

Tell me what is the role of HR department in internal communication in an organisation?

Answer:-

In small to medium size organization usually it is the HR department which initiates and establishes the process of internal communication. HR department is the one that lays down various employee related policies and has the complete information about their implementation. So, HR department play a vital role in the implementation of internal communication system in an organization.

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Question # 56

Tell me how do you go about creating objectives? Or, how do you go about creating assessments?

Answer:-

* Alas, here's another way for a hiring manger or interviewer to check the way you think. I heard a story from a fellow panelist on a webinar I was a part of the other day say that back in the day of almost guaranteed employment for college grads, she was swooped up by a tech company and she thought it was weird at first because she had a degree in English. But they told her after bringing her on board - we can teach you certain skills, we can teach you about technology, we can't and can't afford to teach you how to think. So - it's very important for a hiring manager / company to check your ability - you can learn a new design model or a new processes for creating training, graphics, evaluation, etc. If you can't clearly articulate how you did it in the past or how you were taught (if you have no prior experience) than that's an immediate red flag.



* This is also a way to check to see where your strength lies - in the details or the big picture, and if you can float to the other one when needed. Human beings are not always rational creatures and our emotions or emotional experiences can lead to a variety of interpretations to any given situation - but you cannot stay in the weeds nor can you stay in the sky forever. You must be able to float between the jungle floor and the canopy on a regular basis.

* Even if the hiring manager or interviewer isn't well versed in training and instructional design, you can certainly bet they wouldn't have gotten to be a hiring manager or interviewer without a modicum of intelligence and an ability to understand people. So, this is also a way for someone to check your approach and appreciation for training inside of a business setting. Even with all the blame, excuses, and compliance courses out there crowding the room, most people at least possess a basic notion of when someone knows what they're talking about - so demonstrate your proficiency here - just keep it grounded with examples.

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Question # 57

Explain me what will be my day-to-day responsibilities? Can you give me an example of a project on which I would be working?

Answer:-

You should ideally know the major responsibilities of the position before interviewing, but this question will help you get a better sense of the more specific types of tasks you would be doing and the anticipated level of your involvement within the organization.

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Question # 58

Tell me are you prepared to constantly give of yourself without expecting to receive anything in return?

Answer:-

Trainers are often viewed by others as "healers" - those people who always have the answers and who can perform "magic." Conversely, trainers are not often perceived as people who have their own needs. As a result, participants may use your training program to get some bad feelings off their chests. Giving may extend to time as well, such as having time for breaks and lunch that may be used by participants wanting to discuss their personal situations.

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Question # 59

Explain me about a recent training program. How did you ensure the skills were successfully transferred?

Answer:-

Learning transfer is an ongoing process. Ways of assessing the degree of transfer include observation, talking to supervisors, customers, colleagues and getting feedback from the employee.

Focus on key requirements for training transfer starting with a training program that is properly linked to real work life experience.

Discuss the need for manager and supervisor support and reinforcement back on the job.

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Question # 60

Tell us when have you trained coworkers before? What did you enjoy most about this process? What did you find most challenging?

Answer:-

When I worked in a convenient store. I enjoyed showing the person I trained that there was more to just doing a job. The challenging thing was to get them to enjoy what they were doing.

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Question # 61

Tell us what has been the most difficult training situation that you have had to deal with and what did you do?

Answer:-

Training employees can present many challenges. Some common difficulties include lack of manager or supervisor support, disinterest and lack of motivation from the employee, lack of engagement from participants and poor learning transfer to the job.

The key to answering these trainer interview questions is to explain how you analyzed why the difficulty occurred and what actions you took to improve the situation from redesigning the training to conducting feedback workshops with participants and supervisors.

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Question # 62

Tell me what is Training? What are the objectives of training department?

Answer:-

Training is defined as a continuous learning process in which the employees will acquire knowledge, enhance professional skills and improve attitudes and behaviors to excel well on the job.

The objectives of the training department to identify the required training needs of an organization and fill the gap with a host of training methods for the welfare of the organization and employees on a whole.

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Question # 63

Tell me what is ADDIE? Explain your (or a) design process?

Answer:-

* The person is checking your thought process. They don't really care about how much you know about ADDIE, Dick & Carey, or any other design model. They want to hear you speak, they want to check how you approach the entire spectrum of training.

* They may also be checking your work style or work ethic or may even use this as a way to get you to talk more about your experience. If this doesn't come a place in the interview where there's a natural segway into - okay - tell me about training (or if you are a seasoned person with training experience) then this may represent an attempt to gauge exactly what working with you would be like. Remember, employment really is a two way street. Managers/Bosses can get just as frustrated with



Corporate Trainer Interview Questions And Answers

an employee as you might have gotten with a boss at some point in your career.

* Additionally, the interviewer, again depending on the timing of the question, may want to check your ability to analyze a situation and/or problem solve. This type of question is the generic equivalent of "tell me about ____ (this position) or (this project) ". Again, this is not the time to theorize about a model or a theory. It's about your power to observe, assess, and respond to the work environment and its demands.

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Question # 64

Explain me about your strengths?

Answer:-

Many people are inclined to recite a list of traits such as "dependable" or "creative", but it's especially effective to discuss experience or skills that are directly related to the internship/training program to which you're applying. For example, if you're applying to intern/train in Sales but have no previous sales experience; highlighting your presentation skills might really impress an employer. Or you may want to provide an example of how you were able to persuade someone to do something since that is the foundation of the sales industry. Again, provide actual examples rather than a list of attributes.

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Question # 65

Tell us are you prepared to encourage your participants even when there is a lack of management commitment?

Answer:-

Sometimes, people are sent to training because their managers think that it is "a good thing to do." There may be little serious commitment to support and encourage these employees when the training is completed. Can you provide support and understanding in the absence of managers' commitment?

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Question # 66

Tell me why do you believe a career training is an important tool for any organization?

Answer:-

Communication and impacting our people.

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Question # 67

Explain me what qualities does a company expect in a trainer?

Answer:-

The qualities of a good trainer are as follows:

- * Methodical and well-planned
- * Highly knowledgeable and competent enough
- * Possess relevant industry experience
- * Good in communication/presentation and
- * Be practical enough to make the overall training session fruitful to the trainees.

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Question # 68

Tell me how did your prior experience prepare you for this role?

Answer:-

* Back to the salesmen situation. Skills and experience, no matter what anyone argues, are transferable, even across industries. But, when you sell this sort of thing you must use practical and believable examples. Even a single, solitary response will do more for you then trying to reach for the stars. If you think of another practical one as the interview progresses, just like the software tip, feel free to circle back and provide more insights as the interview progresses.

* This is also a time to show off your ability to self-reflect and self-critique. Regardless of what others say - honesty and frankness - when done sparingly and with tact can be refreshing and possibly even helpful when interviewing. Again, err on the side of caution thought and try to keep comments and examples short and specific.

* You also hear a lot about doing research about the company before interviewing. It's critical for any type of salaried and/or leadership position. But, it's also a chance for you to assess the opportunity. I think by doing, by comparing, by contrasting - it's how my brain was wired as I aged. I know it can sometime limit me so I'm learning to ask for input, to bounce ideas off of people, to be more self-reflective and read people better, but if you are like me, you can learn about the company in the research process and it can help weigh in on your decision as much as your effort to learn about them will weigh in on theirs.

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Question # 69

Tell me are you also willing to stay later than your official "ending" time?

Answer:-

The same principle applies after the training program has ended. It is usually the trainer's responsibility to ensure that all items you used for the training are removed from the training room. You may need to replace tables and chairs the way you found them. You may need to straighten the room. Also, many trainees stay after the program is over so that they can ask questions they did not wish to ask in front of the rest of the participants. They expect the trainer to be there cheerfully ready to answer their questions. In addition you may have many details to wrap up at the end of the day: add notes to your training manual, review your PowerPoint presentation for the next day, clean your transparencies, revise your schedule for the next day, complete administrative tasks, file your materials in order, send additional resources to a participant, or prepare a flip chart for the next day.

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Question # 70

Do you work well under pressure as Corporate Trainer?

**Answer:-**

Yes, I do. I have spent the last five years working in a system where I have a great deal of training to accomplish in 24 hours, taking my students from knowing virtually nothing about a program -- or in some cases, about computers at all -- to being able to comfortably navigate and use the program in order to complete assigned tasks. I am always aware of the deadline of the end of the session, and often have to find creative ways to approach the objectives in order to complete them all.

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Question # 71

Tell me what tools do you propose to use for communication with virtual work force?

Answer:-

Tools which you can use to communicate with virtual work force include:

- * i) E-mails
- * ii) Instant Messengers
- * iii) VOIPs
- * iv) Telephones
- * v) Blogs
- * vi) Forums
- * vii) Intranet
- * viii) Videos
- * ix) Online document management systems
- * x) Virtual Private Network

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Question # 72

Please explain can you cope with constant logistic problems?

Answer:-

Even though it may be someone else's responsibility to make room and equipment arrangements, it becomes the trainer's problem if something is not right. Are you prepared to deal with malfunctioning equipment, rooms that are not set up, reservations clerks who say you never reserved a room, materials that do not arrive, materials that have been typed or collated incorrectly, or any mess-up in general? A good trainer takes full accountability for ensuring that all logistics of a training program are in order.

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Question # 73

Tell me a recent on-the-job training activity you facilitated?

Answer:-

On the job training presents its own challenges including distractions, lack of structure and nervousness from the employee. Take a specific example and discuss how you managed the difficulties.

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Question # 74

Tell me what kind of training tools do you require?

Answer:-

I need to have access to the internet and a computer, a projector, and the appropriate software to complete portions of my job, including web development tools, video development tools, and presentation development tools, as well as word processing and spreadsheet software. I also need the usual hard tools such as paper, writing tools, a photocopier or printer, etc.

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Question # 75

Explain me what specific skills do you have that would relate to this position?

Answer:-

Make sure you've thoroughly read the requirements for the position and confirm that you meet them. Refer to specific responsibilities of the position and tie them to your educational and/or professional experience. If you aren't applying to a specific internship/training opening and are proposing the program to the employer, be sure to explain that you have a strong foundation for training in this industry. They will understand that they will need to teach and train you, but they will also want to know you have sufficient preparation to be successful.

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Question # 76

Tell me can you deliver hard feedback?

Answer:-

Trainees do not learn effectively if during their training process they are not given honest feedback. Are you able to give this feedback, even when it is not good and even if it may impact an employee's job?

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Question # 77

Tell me why do you want to intern/train here?

Answer:-



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Focus on a few of the key responsibilities that are especially interesting to you or highlight aspects of the company that you find appealing or beneficial to your professional development. Be sure to include what you hope to learn from the position, but also explain what you would like to contribute to the organization as well. Absolutely avoid mentioning you want the position solely because of its location or because it is a requirement for your degree.

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Question # 78

What Do You Not Like to Do as Corporate Trainer?

Answer:-

This is a loaded question. A positive reply might be, "I'm the kind of person who does whatever is necessary to get the job done. When I do run into something disagreeable, I try to do it first and get it behind me. I have no particular dislikes."

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Question # 79

Explain me about your experience as a trainer?

Answer:-

I have been in education -- just another form of training -- for 25 years. The past five years I have worked in workforce education, which is training for people who need to progress in their chosen field, who are transitioning to other employment, or who need training in order to obtain work. I work with people from all kinds of backgrounds and with varied needs, and I have to address those needs in a single setting.

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Question # 80

Tell me how do you evaluate success as a trainer?

Answer:-

If my customer is happy and satisfied with my content creation and my product, I believe I am successful. My customer's satisfaction is my success.

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Question # 81

Tell me how do you believe you perform while giving presentations?

Answer:-

I know from experience and from feedback from my presentations that I am entertaining and informational, and that attendees at my presentations have overwhelmingly provided very positive feedback with regard to my presentations. I am well prepared for questions, welcome interaction with my audience, and use personal experience to connect with the audience.

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Question # 82

Explain why do you want a career as a training specialist?

Answer:-

Well that is a good question . Training specialist is a good match for my profile where I could convey my message and share my knowledge with them.

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Question # 83

Tell us what are your goals for the future?

Answer:-

An employer wants to know that the position relates to what you hope to do in the future because it's a sign that you will be motivated to learn and work hard in the position. Talk about your goals and explain how the position would help you achieve those goals.

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Question # 84

Tell me can you perform even when you feel lousy?

Answer:-

Trainers don't often have the discretion to call in sick. When a session is scheduled, it often has been done long in advance, and often learners travel from long distances to attend training. Therefore, trainers must be able to present enthusiastically even when they are a little under the weather. The show must go on!

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Question # 85

What Motivates You as Corporate Trainer?

Answer:-

Resist the temptation to joke, "A steady paycheck!" Tie your motivation to the work being performed at this specific company. In addition, you could mention things like the opportunity to learn and grow, working with smart people who are passionate about their jobs, and contributing to the success of an organization.

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Question # 86

Please tell me have you ever had difficulty with a supervisor?

**Answer:-**

We do have different way of thinking at times but I believe we are cordial enough to discuss it openly and resolve the issues. If I am not clear in communicating, I make it a point to discuss it with him/her and clarify what is there in my mind.

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Question # 87

Tell me are you willing to work longer than an 8-hour day?

Answer:-

Even though a training program may be scheduled from 9 to 5, you may find yourself going to the training room much earlier than 9:00 a.m. and staying much later than 5:00 p.m. A well-prepared training session takes thoughtful room and material setup. If you arrive at the training room at the same time as the trainees, you will feel disorganized and unprepared. You may even start late because of last-minute preparations.

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Question # 88

Can you explain what Did You Think of Your Last Manager?

Answer:-

Whatever your true feelings might be, stay positive. This is not the time or place to list your boss's shortcomings or frustrating behaviors. Try responses like: "She was the kind of person I could learn from." or "We were able to communicate well and things got done quickly."

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Question # 89

Tell me how would you end your training session?

Answer:-

The well experienced trainer would end the training session with the summary of the whole session/story/real life business example/ feedback mechanism to evaluate the usefulness of both the training session and trainer as well.

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Question # 90

Tell me what is your greatest strength as a trainer?

Answer:-

Ability to work under pressure, sensitive to the requirements of customers, strong written and verbal communication, team player.

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Question # 91

Tell me what Has Been Your Biggest Failure?

Answer:-

Discuss this question with friends, mentors, and possibly your references before the interview. If at all possible, think of something you were later able to correct. Then the story isn't just about a failure, but also about a learning experience.

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Question # 92

Tell us what do you like about working here?

Answer:-

Be curious and inquisitive! Show that you are interested in the interviewer's background and experience at the company. You will learn about the advantages of having an internship with them and get some firsthand insight.

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Question # 93

Tell me what do you like about your present job as a trainer?

Answer:-

I like the constant work and the variances we have. The constant of having to do something new.

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Question # 94

Tell us what is on and Off the Job Training?

Answer:-

On-the-job training is a type of learning process that usually occurs in an actual work environment i.e. an employee will be learning the new job roles and responsibilities while undergoing this training.

Off-the-job training is a type of learning process that usually occurs out of an actual work environment. This involves case analysis, lectures, presentation, simulation games etc. to imbibe the concepts and brainstorm ideas in an effective manner.

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Question # 95



Tell me can you describe the work environment/office culture?

Answer:-

Is it casual? More corporate/formal? You will want to know the office dynamic before accepting an internship position with the company. Can you see yourself training in a similar environment? How does this office compare to offices in your home country or previous positions you've held?

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Question # 96

Tell me how would you judge an employee's performance?

Answer:-

I would go for observation classes, then note down her performance, plan evaluation meeting with her and discuss her performance in a friendly and approachable manner.

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Question # 97

Tell me did You Have Any Frustrations in Your Past Job?

Answer:-

Frustrations are a normal part of any job, and interviewers know this-so don't claim you didn't have any. Relate some of the bottlenecks you experienced, but more important, indicate what you did to overcome them.

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Question # 98

Please tell us why are you the best candidate for us?

Answer:-

I am the best candidate for this position because of the boot-camp style train the trainer workshops I have attended where I learned how to create effective presentations using powerpoint, flip charts, ice breakers and add fun to the class. I have a sixth sense in monitoring the status of my participants and assist those struggling one-on-one to bring everyone to the same level.

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Question # 99

Tell me why should I hire you for the position?

Answer:-

Give specific examples of your accomplishments and why you are the best person for the position. Talk about the responsibilities of the position and the skills you possess to fulfill them. Be sure to restate your interest in the position!

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Question # 100

Tell me what was a successful training program you developed?

Answer:-

I developed my writing course from the ground up based on the objectives provided by my organization. As well, most of my courses that I teach now are my own, developed with an eye to the objectives of my organization, but using resources that I have developed based on what I have seen in my students.

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Question # 101

Tell me are you strict when training?

Answer:-

Strict? Not really, no. I find that "strict" can be a limiting approach to training. Flexibility is a far more useful skill when it comes to training, because it is imperative that trainers understand the differences and challenges that learners bring to the table, and work to accommodate those needs. Strictness doesn't facilitate learning.

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Question # 102

Why Should We Hire You as Corporate Trainer?

Answer:-

If you know the job requirements and can match them with some accomplishments, briefly share those anecdotes. Then say, "If there are opportunities to do that and more here, then this is a great fit."

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