

Train The Trainer

21 – 25 April 2014, 9am – 5pm @
Hotel Marvelux Melaka

Introduction

The TRAIN THE TRAINER PROGRAMME exposes participants to knowledge, skills and rightful attitude in making their training programme a success. The participants will be given the opportunity to explore and understand the changes that must be made to enhance their training expertise in accordance to current time. During the training sessions, participants are required to generate new ideas and strategies to improve their training skills to become **HRDF CERTIFIED TRAINER**.

Objectives

- To discuss the characteristics of a competent trainer
- To explain adult learning principles and how training can be delivered effectively to adults
- To conduct training need analysis
- To design competency-based training programme
- To deliver a training session effectively

Program Content

- Module 1: Plan Adult Learning
- Module 2: Conduct Training Needs Analysis
- Module 3: Design Competency Based Training Program
- Module 4: Conduct Competency Based Training Program
- Module 5: Assess Participant's Competence

Special Point of Interest

- Provides skills in demonstrating, explaining, questioning and conducting effective on-the-job instructions
- The training is workplace focused and guaranteed to add value to your effectiveness at work
- There are practical sessions to enable you to maximize your potential
- Raises professional expertise and performance in communicating and training in workplace

Certification: Certification In Training will be awarded to the participants upon full

Course Fee

RM2500.00/Pax

Course fee includes training manual, meals and certificate.

Payment Method

- HRDF Members – SMETAP (use the attached Registration Form)
- Non-HRDF Members/Individuals – Cash / Cheque (payable to ITS Management Sdn Bhd – PBB Acc: 3147799206).

Cancellations

This registration may only be cancelled in writing no later than ONE week before the program commencement. A cancellation fee of RM500.00 will be charged for administrative purpose. The registration may not be cancelled nor any fee be refunded thereafter. A substitute may be named at any time before the program starts.

HRDF Claimable

Registration Form

Registration: () Individual () Corporate

Company Name & Contact Person: _____

Participant's Name: _____

Tel: _____ Fax: _____ Email: _____

Please fax the Registration Form to 06-336 2873 OR call 06-3350619 for more details.

Thank you.

Recognized by



Organized by



ITS Management Sdn Bhd

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