

5 DAYS Train-The-Trainer

HRD CORP CERTIFICATION PROGRAMME

PROGRAMME FEE: RM2,834 per pax

(Fee inclusive of 8% SST, HRD CORP Administrative Fee and Assessment fee)

PROGRAMME OVERVIEW

This training programme has been designed for managers, executives, trainers, instructors, team leaders, and supervisors in organizations who wish to provide structured training and conduct relevant assessments in their organization so as to achieve Peak Performance.

LEARNING OBJECTIVES

Participants who have completed this module would be able to:

- Discuss the characteristics of a competent trainer
- Explain adult learning principles and how training can be delivered effectively to adults
- Conduct training needs analysis to determine specific training needs
- Design competency-based training programmes for a target group
- Deliver a training session using effective training methodologies effectively
- Apply appropriate methods of assessing participants' competency

SPECIAL POINTS OF INTEREST

- Emphasis on workplace application
- Short lectures, group activities and group discussions to provide participants with a fun and supportive learning environment
- Skill session for participants to practise their training skills

WHO WILL BENEFIT

People for whom training is a large part of their job, or a full job function within a structured assessment and training system. These people have considerable responsibility for training programme development and delivery, as well as assessment of participants or employees.

METHODOLOGY

Short lecture, group discussions, activities, role-play and skill practice to provide participants with a fun and supportive learning environment.

CONDUCTED BY

CEDR Corporate Consulting is a premier one-stop learning center providing professional Trainer Training that supports the growth of new and experienced trainers, along with training managers through the HRD CORP Train The Trainer and other trainer development programmes.

We have been conducting the HRD CORP Train the Trainer Programme since 2005 and have trained more than 1000 participants from different business sectors and government agencies.

**COMPETENCY
DEVELOPMENT
IS ALL WE DO.**

The Pathway to

HRD CORP ACCREDITED TRAINER

HRD CORP CERTIFIED TRAINERS

Participants who complete the 5-day programme and fulfill the assessment requirement of the programme will achieve the HRD CORP Certified Trainer status, and receive a Certificate of Accomplishment from HRD CORP.

HRD CORP ACCREDITED TRAINER

Participants have a period of 6 months to undergo the accreditation assessment to achieve HRD CORP Accredited Trainer status. Only the HRD CORP Accredited Trainers are qualified to conduct training programmes under the HRD CORP Schemes.

ACCREDITATION ASSESSMENT

6 months of support will be provided to CeDR participants who undergo the accredited assessment and want to achieve HRD CORP Accreditation.

PROGRAMME OUTLINE

CT1 • PLAN ADULT LEARNING

- Fundamentals of Adult Learning & Training
- Principles of Adult Learning
- Competent Trainer's Characteristics
- Ethics Guide for Trainers

CT4 • CONDUCT COMPETENCY BASED TRAINING

- Methods of Training Delivery
- Presentation and Facilitation Skills
- Learning Support
- Session Plan

CT2 • CONDUCT TRAINING NEEDS ANALYSIS (TNA)

- Overview of Training Needs Analysis
- Training Needs Analysis Methods
- Competency Gap Analysis
- Outcomes of Training Needs Analysis

CT5 • ASSESS PARTICIPANTS' COMPETENCE

- Introduction to Competency Based Assessment
- Knowledge Assessment
- Performance Assessment
- Assessment Administration
- Assessment Report

CT3 • DESIGN COMPETENCY BASED TRAINING

- Programme Requirements
- Training Design Development
- Training Resources Development

For in house enquiries or further information, please contact us at **03-33447310** or **lgrouplearning@cedr.com.my**



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Information correct at time of printing.