

**TAKING TRAINING SKILLS TO
THE NEXT LEVEL**

TRAIN THE TRAINER CERTIFICATION

5 Days Face to Face

Venue: PJ or KL Area

Training & Materials at only

RM2,684/ pax Nett



HRDC CLAIMABLE

Train The Trainer (TTT) course provides you with the necessary tools to initiate and implement workplace training, plus to evaluate the learning effectiveness towards continuous improvement. It helps you to transfer the required knowledge & skills, plus the expected behavioural change to the target audience via a step-by-step learning methodology.

How Does This Benefit You?

PLAN for adult learning session with high impact by

- Understanding the learning styles of the participants,
- Matching the instructing styles preferences of trainers accordingly,
- Applying them constructively in training situations.

PERFORM fundamental training needs identification to determine relevant training interventions by

- Understanding the concept and scope of TNA,
- Understanding the qualitative and quantitative methods of data gathering,
- Designing and administering data gathering instruments for performance gap analysis,
- Reporting TNA findings at organizational, departmental and individual levels,
- Identifying target participants for appropriate training course to TNA report findings.

DESIGN a competency based training course and to develop a structured and practical training session plan by

- Writing training rationale to learning objectives and learning outcomes,
- Interpreting the TNA findings to workplace standards,
- Identifying training topics for developing training contents,
- Selecting appropriate training methods,
- Developing training resources

CONDUCT competency based training course and to deliver an effective and impactful training session by

- Preparing session plan,
- Applying presentation skills,
- Promoting learning,
- Facilitating training activities,
- Providing learning support,
- Coordinating training arrangements

ASSESS participant's competency and to conduct workplace assessment to evaluate training effectiveness by

- Planning participant's assessment,
- Preparing knowledge assessment tools,
- Preparing skills assessment checklist,
- Conducting knowledge assessment,
- Preparing assessment report

Key Contents

Module 1 - Plan Adult Learning

The characteristics of a competent trainer to plan for adult learning sessions

- Demonstrate the attitude and behavior that project characteristics of an effective trainer
- Apply the differences between teaching and learning as well as learning styles

Understand and discuss the characteristics of a competent trainer.

- Identify participant's learning objective
- Identify participant's learning styles
- Determine adult learning approaches

Application of Carl Rogers' Self-Concept Theory in adult learning session.

Understand ethical practices of training.

Understand the importance of trainer as a reflective individual.

Module 2 - Conduct Training Needs Analysis (TNA)

Describe the process of TNA and apply this process to real life training situations

The Scope of Training Needs Analysis

- Organisational Analysis
- Occupational Analysis
- Individual Analysis

The Training Needs Analysis Process

- Determine data gathering methods
- Perform gap analysis
- Report TNA findings

Module 3 - Develop & Design Competency Based Training Programmes

Understand competency and workplace standards.

Determine overall programme requirements.

- Objectives of the programme,
- Entry level,
- Prerequisites,
- Trainee characteristics

Writing learning outcomes in objective terms.

- Statement of performance,
- Assessment criteria,
- Assessment condition,
- Assessment methods

Prepare training contents and sequence.

- Identify topics and sub-topics,
- Sequence the content,
- Determine time allocation
- Determine Training Method.
- Develop Training Resources
- Select training materials,
- Develop training materials

Module 4 - Conduct Competency Based Training Programmes

Design session plan.

Coordinate administrative arrangements.

Promote learning.

Facilitate groups.

Apply motivational strategies

Monitor learning

- Learning taxonomy
- Questioning and testing methods

Implement effective training activities – case studies, role-play, demonstration, work based projects, games, simulation, group-work, workshop, etc.

Provide learning support.

Module 5 - Assess Participants' Competence

Plan participants' assessment.

Prepare knowledge and skill assessment tools.

Develop methods for assessing knowledge and performance.

Conduct knowledge and skill assessment.

Administer assessment.

Analyse and prepare assessment report.

Trainer Profile



Gerald Kong holds a Master of Arts in Design & Digital Media and a Bachelor of Science in Computer Science from Coventry University, United Kingdom. He is also a Certified MSP Trainer of Business Networking International (BNI).

Most organizations would know the importance of building good relationship with their customers and the people around them but Gerald knows that an organization can only grow their social capital through the right technical and systematic approach. With the advancement of social media in today's communication, he believes that mastering the skills to network can provide a wealth of unending resources and possibilities.

With these strong convictions and experience, Gerald runs very successful, impactful and effective programs and workshops sharing his knowledge in business networking and business by referrals with different organizations that will enable them to grow their social capital exponentially. As part of the process, Gerald equips his participants with skills and knowledge of sales presentation, marketing strategies, business negotiation, strategic planning and sales techniques.

Gerald's knowledge and understanding of getting business by referrals allows him to successfully grow his businesses. He is currently the director of 2 software development companies with MSC status, a vice chancellor of a modelling academy, a restaurateur and a business trainer for the largest networking group in the world that specializes in referral marketing. This organization successfully brought in more than RM10.6 billion worth of business in 2012 alone. With his vast experience in running such successful organizations, Gerald has been passionately sharing his management and leadership skills regularly.

Last year, Gerald launched a best-selling book entitled "Pretty Lies Ugly Truth" where he shares his knowledge on business intelligence and the dirty tricks used by different individuals and organizations during negotiation, operation and closing deals. Successful participants of Gerald's training include government departments, aerospace, politicians, banking, ICT, automobile, insurance, medical, mining, semiconductor, power plant, construction and manufacturing. His skills, experience and talent have been recognized by the Ministry of Human Resource Malaysia and he is currently one of the few who train and certify other corporate trainers. He also sits on the panel in the ministry.

TESTIMONIALS



Testimonials

"A training where practicality is the main focus!" – Intel, Malaysia.

"Time flies so quickly in this program! I would highly recommend my other colleagues to attend" – Malakoff, Malaysia.

"Gerald helped us to master the art of effective presentation to our customers in different situation" -Malaysian Pharmaceutical Society.

"Gerald gave a very good insight on the importance of relationship building among all the staff" – Motorola, Penang.

"High energy and fun even the class was for 5 days" - Honda Malaysia

"You can be sure to earn more because we learn so much more from Gerald!" – Dell, Malaysia.