

INTRODUCTION

There's a big difference between "knowing your stuff" and knowing how to "teach others your stuff". Trainers have to know both. This course is specially designed to help participants hone their training skills. Participants will be taken through the complete training cycle from analysis, design, implementation to course evaluation. More importantly they will have hands-on practice in applying the principles and techniques to make learning engaging and dynamic.

TARGET AUDIENCE

People who have considerable responsibility for training programme development and delivery as well as assessment of training participants or employees

DURATION

5 days (40 hours)

LEARNING OUTCOMES

Upon completion of this course, participants will be able to:

- Relate adult learning principles to effective training delivery
- Conduct training needs analysis
- Design competency-based training programme
- Facilitate training sessions effectively
- Assess participants' competency using various methods

MODULES

Module 1:	Plan Adult Learning
Module 2:	Conduct Training Needs Analysis (TNA)
Module 3:	Design Competency-Based Training Programmes
Module 4:	Conduct Competency-Based Training Programmes
Module 5:	Assess Participants' Competency

LEARNING APPROACH

A blended learning approach consisting of group discussions and presentations, case studies, individual assignments and short lectures will be used. Participants will have numerous opportunities for skills practice. Continuous feedback will be provided by the facilitators and peers.

ASSESSMENT

Each participant has to plan and facilitate a fifteen-minute microsession. The objective is for the participants to demonstrate the competencies acquired from this course.

TAKE AWAYS

Participants will leave the workshop with:

- A Participant Manual
- A Certificate issued by PSMB
- A CD of the micro-session conducted
- A repertoire of learner-centered techniques to engage learning
- Wonderful memories of networking and sharing among people who believe that learning is a life-long and beautiful journey

COURSE FEES

RM 2500

Course Fees inclusive of Course Materials, Certificate and Seminar Package.



Nabilah Ooi Abdullah



Raihan Tahir

Nabilah Ooi Abdullah and Raihan Tahir, together have more than fifty years of experience in the education and training field. They have conducted Train-the-Trainer courses for trainers from training centres and industries both locally and abroad.

Both trainers have contributed towards the development and implementation of the National Dual Training System in collaboration with the Department of Skills Development, focussing in the areas of learning and training methodology, curriculum development and assessment.

Their passion and belief in participant-centred learning and engagement are clearly reflected in the action-oriented approach applied in the courses they conduct.

For further enquiries and registration, kindly contact:



Nabilah Ooi @ 016 - 218 4197



nabilah@gmi.edu.my



Roslina @ 03 - 8921 9169



roslina@gmi.edu.my