

HRDF TRAIN-THE-TRAINER CERTIFICATION (5 DAYS)

INTRODUCTION:

This Train-The-Trainer program is a certification program provided by the Human Resources Development Fund (HRDF). This certification program provides you with the necessary skills to be a competent trainer and to understand the industry practices before embarking on a career in training and development. By completing this certification program, you are a step closer to be a HRDF Accredited Trainer that will allow your training programs to be claimable by HRDF registered employers.

This certification program will also help you to initiate and implement workplace training by identifying the right skills and competencies gap. 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 WILL YOU BENEFIT:

By the end of this programme, participants will be able to:

- Describe the characteristics of a Competent Trainer.
- Apply adult learning principles in designing and delivering training programme to any level of audience.
- Identify and design TNA by using specific tools to meet the Customer's needs and requirements within a given time.
- Given an objective, time limit, information and resources, you will be able to develop an effective Competency Based Training (CBT) for any targeted learning group.
- Apply the assessment tools to assess trainee's progress in line with industry or organizational competency standards.
- Facilitate a training session using various methodologies in given time.

KEY CONTENTS:

MODULE 1: PLAN ADULT LEARNING

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

MODULE 2: CONDUCT TRAINING NEEDS ANALYSIS

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

MODULE 3: DESIGN COMPETENCY BASED TRAINING PROGRAMME

- Programme Requirements
- Training Resources Development
- Training Design Development

MODULE 4: CONDUCT COMPETENCY BASED TRAINING PROGRAMME

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

MODULE 5: ASSESS PARTICIPANT'S COMPETENCE

- Introduction to Competency Based Assessment
- Introduction to Assessment
- Types of Assessment
- Assessment Administration

WHO SHOULD ATTEND:

This training programme has been designed for Managers, Executives, Training Coordinator, Training Officer, HR Officer, Vocational Education Trainer, Lecturer, Tutor, Corporate Trainers, Instructors, Team Leaders, Supervisors in organization who wish to be a certified and competent corporate trainer.

Any individual who wish to be a professional speaker & trainer is encourage to undergo this certification.

METHODOLOGY:

The Course content will be delivered through short lectures, group discussions, group presentation, role-play and skill practice during the training programme.

Certification in training will be awarded to the participants upon full attendance and assessment results of competency where the participants will be a HRDF Certified Trainer.