



HRD CORP TRAIN-THE-TRAINER CERTIFICATION

ABOUT THE PROGRAM

This 5-day HRD Corp Train-The-Trainer (TTT) Certification program equips new or experienced trainers to **plan, deliver and assess** effective workplace training. With structured modules and assessments—including a **Knowledge-Based Assessment (KBA)** and **final presentation**—you'll be certified to conduct **HRD Corp claimable programs**.

ABOUT THE TRAINERS

Learn from two of HRD Corp's most experienced facilitators — **Mr. Ong Chee Eng** and **Mr. Azman Ithnin**. Both bring years of industry expertise, practical insight and a passion for developing certified trainers.



Mr. Ong Chee Eng

Lead Trainer for HRD Corp's TTT Program

- 30+ years of experience in Operations, HR and Finance
- Former corporate leader and regional trainer for Malaysia, Singapore, Brunei & Indonesia

Known for his structured, practical style, Ong helps aspiring trainers build confidence, strong presentation skills and clarity in delivery.



Mr. Azman Ithnin

Lead Trainer for HRD Corp's TTT Program

- 10+ years of experience in engineering, training and military leadership
- Former Engineering Manager in an MNC and Royal Military College graduate

Known for his disciplined, motivational style, Azman guides aspiring trainers with clarity, confidence and real-world readiness.

COURSE OBJECTIVES

- Describe the characteristics of a competent trainer
- Apply adult learning principles in designing and delivering training programs 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 effective Competency Based Training (CBT) for any targeted learning group
- Apply the assessment tools to assess the trainee's progress in line with industry or organizational competency standards
- Facilitate a training session using various methodologies in a given time

PLEASE NOTE:

- Starting 1 October 2025, the HRD Corp Train-The-Trainer program adopts the updated TTT 2.0 structure. To be certified, participants must:
- - Complete a Knowledge-Based Assessment (KBA) on Day 4: 45 multiple-choice questions via HRD Corp's Trainer Development Management System platform. Participants are given 1 hour to complete the assessment. (passing score: 23/45, one retake allowed)
- - Deliver a 15–20 minute final presentation on Day 5, assessed using HRD Corp's rubric: • Knowledge (30%) • Skills (60%) • Attitude (10%) (passing mark: 75%, one retake allowed within 3 months)

Certification will only be awarded upon full attendance and successful completion of both assessments.

MODULES OVERVIEW

MODULE 1: PLAN ADULT LEARNING

- Fundamentals of Adult Learning & Training
 - Learning, Training & Development
 - Purpose & Goals of Training
 - Sustainable Developmental Goals
- Adult Learning Approaches
 - Adult Learning Principles & Theories
 - Learning Styles Inventory (LSI)
- Characteristics of a Competent Trainer
 - Trainer Definition
 - Trainer's Skill Styles (TSS)
 - Trainer's Competency Model
- Ethics Guide for Trainers
 - Trainer's Code of Ethics (CoE)
 - Trainer's Code of Conduct (CoC)

MODULE 2: CONDUCT TRAINING NEEDS ANALYSIS (TNA)

- Overview of Training Needs Analysis
 - Fundamentals of Training Needs Analysis (TNA)
 - Three Levels of Training Needs Analysis (TNA)
 - Training Needs Analysis (TNA) Application
- Training Needs Analysis Methods
 - Data Gathering Tools and Methods
- Three Levels of Data Analysis
 - Organisational Level
 - Departmental Level
 - Individual Level
- Training Needs Analysis (TNA) Outcomes
 - Training Solutions & Non-Training Solutions
 - Findings from Training Needs Analysis (TNA)
 - Annual Training Plan (ATP)

MODULE 3: DESIGN COMPETENCY BASED TRAINING (CBT)

- Overview of Course Requirements
 - Competency Based Training (CBT) Courses
 - Course's Requirements
- Training Resources Development
 - Training Resources
 - Training Methodologies
- Training Design Development
 - Course Contents Development
 - Contents and Learning Outcome(s) Evaluation
 - Training Design Structure
- Session Plan Preparation
 - Session Plan Overview
 - Session Plan Development

MODULE 4: CONDUCT COMPETENCY BASED TRAINING

- Training Delivery Methodologies
 - Presentation Skills
 - Training Delivery
 - Facilitation Skills
 - Questioning Techniques
 - Session Closure
- Practical Tips for Challenging Learners
 - Challenging Learners
- Learning Aids for Training Support
 - Learning Aids
 - Training Room Layout and Seating Arrangements

MODULE 5: ASSESS PARTICIPANT'S COMPETENCE

- Competency Based Assessment
 - Competency-Based Assessment
 - Assessment Types
 - Assessment Conducted
 - Assessment Reports

IN-HOUSE TRAINING RATES

- Tier 1: 5-10 people – RM3,000 + 8% SST per day
- Tier 2: 11-20 people – RM4,000 + 8% SST per day
- RM200 per person (admin fee) per day

METHODOLOGY

The course content will be delivered through short lectures, group discussions, group presentations, role-play, and skill practice during the program. Certification in training will be awarded to participants upon full attendance and assessment results of competency where the participant will be a HRD Corp Certified Trainer.

WHO SHOULD ATTEND

- Managers
- Executives
- Training Coordinator
- Training Officer
- HR Officer
- Vocational Education Trainer
- Lecturer
- Tutor
- Corporate Trainers
- Instructors
- Team Leaders
- Supervisors
- Any individual who aspires to become a professional speaker/presenter & trainer.

WHAT'S INCLUDED

- ✓ Expert-Led, Face-to-Face Training
- ✓ Printed Materials & Competency Assessment
- ✓ Meals & Spacious Training Room
- ✓ Certification Recognised by HRD Corp

TRAINING DETAILS

Venue
Le Méridien, PJ

Duration
5 Days | 9am-5pm

Program Fee
RM2,684/person

SST included.
HRD Corp Claimable

READY TO GET STARTED?

Contact Us:

+6012-435-3082 

Learn More:

www.iconictraining.com.my 

Sign Up Now:

Fill up the Form 