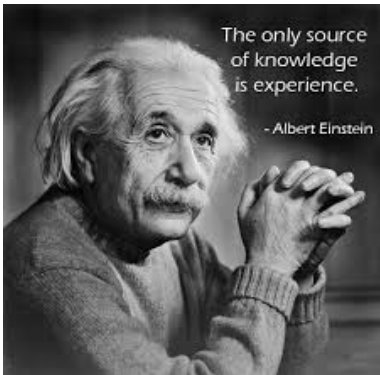




Objectives



All registered training providers are responsible to ensure that their trainer/instructors are qualified and competent in their respective areas of training. In line with this, Pembangunan Sumber Manusia Berhad’s role as the training coordinating agency has to continuously raise the level of competency among the training providers. Henceforth, all trainers are encouraged to attend the “Train the Trainer” programme, which focuses on the key aspects of training stages in a training cycle.

This training program has been designed for managers, executives, trainers, instructors, team leaders, supervisors in organisations who wish to provide structured training and conduct relevant and fair assessments in their organisation 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 need analysis
- ✓ Design competency-based training programs
- ✓ Deliver a training session effectively

PROGRAM OUTLINE

Module	Topics
1	Plan Adult Learning
2	Con duct Training Needs Analysis (TNA)
3	Design Competency Based Training (CBT)
4	Conduct Competency Based Training
5	Assess Participants Competence

WHO SHOULD ATTEND

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 program development and delivery, as well as assessment of training participants or employees.

METHODOLOGY

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

SPECIAL POINTS OF INTEREST

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

Approved Consultants

- Principal Consultant – Muhar Murad
- Associates Consultant – Hashim Borhan



5 Days Train-the Trainer – PSMB Certification Program Schedule

Day	Time	Module 1			
1	AM	Plan Adult Learning	<ul style="list-style-type: none"> Module Objectives Terminal Performance Objectives Identify participant's learning objective Identify participant's learning style Determine adult training approaches – Malcolm Knowles 		
	PM	Conduct TNA	Module 2 <ul style="list-style-type: none"> Module Objectives Terminal Performance Objectives Scope of TNA Determine data gathering methods 		
2	AM	Conduct TNA	TNA Steps 1 to 3 <ul style="list-style-type: none"> Determine approach Perform gap analysis Identify performance Objectives TNA Steps 4 <ul style="list-style-type: none"> Analyze causes of gaps TNA Steps 5 <ul style="list-style-type: none"> Identify KSA required 	PM	TNA Steps 6 <ul style="list-style-type: none"> Identify solution TNA Steps 7 <ul style="list-style-type: none"> Report results of TNA
3	Module 3				
	AM	Design CBT	<ul style="list-style-type: none"> Module Objectives Terminal Performance Objectives Determine overall programme requirements 	PM	<ul style="list-style-type: none"> Determine learning outcomes Determine training content
4	AM	Design CBT	<ul style="list-style-type: none"> Determine training method Develop training resources Review training design 	PM	Module 4 Conduct CBT <ul style="list-style-type: none"> Module Objectives Terminal Performance Objectives Prepare lesson plan Apply presentation skills Facilitate training activities <i>WRITTEN ASSESSMENT (1 HOUR)</i>
5	AM	Module 4			
	AM	Conduct CBT	<ul style="list-style-type: none"> Provide learning support Coordinate training arrangements 		
5	Module 5				
	PM	Assess participant's competence <ul style="list-style-type: none"> Module Objectives Terminal Performance Objectives Plan participant's assessment Prepare knowledge assessment tools Prepare skills assessment checklist Conduct knowledge and skills assessment Prepare assessment report <p style="text-align: center;">INDIVIDUAL PRESENTATION ASSESSMENT (10 MINUTES EACH) COURSE WRAPUP SESSION ENDS</p>			

For inquiry:

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