

CERTIFICATE in Training Practice

| DURATION |

Classes are held over five weekends. (10 days)

| METHODS OF ASSESSMENT |

1. Continuous assessment throughout the programme
2. 2 Written and 2 skill-based assignments

| COURSE OUTLINE |

1. Needs Analysis

- Using data collection methods and analysis techniques
- Interpreting the information gain
- Preparing training report and plans

2. Design and Development

- Identify and defining training and learning objectives
- Choosing methods, media and resources persons
- Developing instructional plan
- Developing learning materials – audio, visual, and technology based learning aids
- Designing learner centred activities
- Developing participant workbooks and handouts
- Blended learning

3. High Impact Trainer

- Preparation
- Delivery
- Skills Practice

4. High Impact Facilitator

- Role of Facilitator
- Key facilitation skills
- Collaborative environment
- Guiding groups to successful learning outcomes
- Dealing with difficult situations and participants

5. Evaluating Training

- Four Levels for evaluating training
- Choosing appropriate evaluation tools
- Implementing evaluation
- Preparing reports and recommendation

| ABOUT THE TRAINER |

SMR Team of Trainers

| INTRODUCTION |

The Certificate in Training Practice (CTP) is designed to enhance the skills of individuals who are currently trainers or those who have the potential to be trainers and will be promoted as trainers.

The CTP programme comprises of 5 core modules and a written project paper (about 3,500 words). All participants are required to present their project paper to a panel of moderators, one of whom will be representing The Chartered Institute of Personnel and Development from the United Kingdom, the awarding body.

| DESIGNED FOR |

This standard covers skills required by proficient Trainers such as Training Officers, Training Advisors, and Line Managers. It is intended for:

- Those involved in training and development in organisations
- Those working as independent trainers
- Training Administrators seeking a broader understanding of the principles of Training and Development
- Those aspiring to a career in Training and Development
- Training Managers with responsibility for Training and Development

| COMPETENCIES ADDRESSED |

Core Train-The-Trainer Skills

| CERTIFICATION OBJECTIVES |

The course certifies that practitioners are able to:

- Identify and prioritise learning needs using appropriate methods of analysis
- Recommend learning and development opportunities relevant to identified needs
- Design training sessions and development of training materials
- Develop relevant materials and facilities to support training sessions
- Prepare, deliver, and review a range of practical learning sessions
- Assess and provide feedback to learners
- Evaluate training and development using appropriate methods and make improvements as appropriate

| LEARNING APPROACH |

The modules are delivered in a highly practical and participative way with discussions, videos, exercises and reviews. Comprehensive notes supplement the discussions. Approximately 80% of the time will be spent in exercises, reviews and real life examples.

Registration Form

DETAILS OF PARTICIPANT

Name : _____

NRIC No. : _____

Position : _____

E-mail : _____

Tel : _____ Mobile No. : _____

Years of experience in current position : _____

Meal Option : Vegetarian Non-Vegetarian

NOMINATING OFFICER

Name : _____

E-mail : _____

Tel : _____

Job Title : _____

Signature : _____

INVOICE TO BE SENT TO

Name : _____

Position : _____

Company : _____

Address : _____

Tel : _____

Fax : _____

PROGRAMME FEE

1. **Certificate in Training Practice (CTP)**
Starting March 14, 2009 Fee : RM 12,000.00
(Duration : Classes are held over five weekends
-10 days)

PAYMENT

- Cash
- SBL claimable For PSMB contributors
PSMB employer code number : _____
- I enclose a cheque for RM :
Made payable to : **SMR Learning & Development Sdn Bhd**
- Pay by Credit Card (Term and conditions applies)
Please contact : 603 - 2279 9199
- Bank Transfer : **Maybank Bhd, Bangsar Utama Branch KL**
A/C : 5142 - 5340 - 6092
Swift Code : MBBEMYKLXXX

TERMS & CONDITIONS

Programme fee must be paid in advance. Installment payments can be negotiated for participants not supported by their company.

HRDC contributors can claim SBL scheme. (Term and conditions applies)

Note: We will send you a confirmation note on receiving your registration form.

FOR DETAILS AND REGISTRATION

Contact : **SALES TEAM**
Telephone : 603 - 2279 9199
Fax : 603 - 2279 9099
E-mail : info@smrhrgroup.com

Post or fax your registration form, signed by your nominating officer to :



Suite 2A-23-1, Block 2A Level 23, Plaza Sentral,
Jalan Stesen Sentral 5, KL Sentral, 50470 Kuala Lumpur, Malaysia.

www.smrhrgroup.com