

HIGH IMPACT TRAINING

Design & Development of Materials

INTRODUCTION

Proper instructional design is a very critical aspect of any training process. It is a process that helps a trainer choose the most effective way to present content, making efficient use of time and resources. It involves expertise in a set of procedures that results in training which meets its objectives.

This three-day workshop on designing training focuses on equipping participants with skills that are essential for rapid and effective training design development of material. The workshop aims to help participants to:

- Determine instructional strategy
- Prepare a design specification
- Develop materials

DESIGNED FOR

The programme is designed for those whose roles require them to design and develop effective training, such as:

- Professional trainers
- Subject matter experts

COMPETENCIES ADDRESSED

- Designing training and development sessions
- Preparing and develop resources to support learning

WORKSHOP OBJECTIVES

On completion of the workshop, participants will be able to:

- Describe the key stages in the Instructional Design Process Model
- Prepare training and learning objectives
- Prepare a design specification
- Choose appropriate methods, media, and resource persons
- Develop an instructional plan
- Develop learning materials

MODEL REFERENCE

- Generic Instructional Design Process Model

LEARNING APPROACH

Practical sessions that are a blend of lectures, discussions, and small group activities. A large part of the group activities revolve around designing a training programme and developing appropriate learning materials.

DURATION

3 Days

COURSE OUTLINE

Introduction

- Objectives and expectations
- Training essentials
- Training design
- Development of materials
- Instructional Design Process Model

Instructional Analysis

- Learning context
- Learner
- Learner tasks

Objectives

- Preparing learning goals
- Writing objectives
- Standards

Instructional Strategy

- Organising strategy – course level
- Delivery strategy
- Management strategy

Development

- Participant handouts / exercises
- Visuals
- Trainer guides
- Design formats

Review

- Practical exercises
- Reviewing design and development of programmes
- Ensuring transfer of learning to workplace

ABOUT THE TRAINER

[Click here](#) for trainer's details

About The Trainer



Haliza A. Hamid

Introduction

Haliza hold a degree in Chemical Engineering from the Lamar University, Texas. She brings with her 18 years of experience in training, and throughout these years she has conducted training programmes from the shop floor to the management team for MNC companies in Malaysia, Singapore, Thailand and Philippines.

Speaking Style

Haliza is a learner-oriented trainer and facilitator. She is very passionate about knowledge sharing, and emphasize on practical application on learning.

Professional Experience

Haliza is currently a trainer with SMR Learning & Development Sdn Bhd, Malaysia.

She has extensive experience and in-depth knowledge of the manufacturing and FMCG industry which she gained while serving as senior engineer at Mitsui High-tec and BHP Steel, and through her role as Training & Development Manager, and Communication representative for SCA Hygiene Central and South Asia. She also had the experience of managing a learning center, and had in-depth hands-on learning of IT skills when she was the Operations Manager and the lecturer in the NIIT College.

Practice

Haliza currently runs training in the areas of:

- Management Development & Leadership
- Personal Leadership & Continuous Improvement Program
- Talent Management and Succession Planning
- Office PC Skills
- Train-The-Trainer
- The Magic of Making Training FUN!![®]

Education

Bsc Chemical Engineering

Conferences

Haliza has trained in several countries – Malaysia, Singapore, Thailand and Philippines. She has appeared on television programmes – Wanita Hari Ini, Malaysia Hari Ini and Karnival Jom Heboh of TV3 since 2003.

Personal

Haliza, a Malaysian lives in Shah Alam, Malaysia with her family.

More details

E-mail : training@smrhrgroup.com

Web : www.smrhrgroup.com

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. High Impact Training Design & Development of Materials

March 17 - 19, 2009 Fee : RM 2,995.00

Duration : 3 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 :



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www.smrhrgroup.com