

HIGH IMPACT TRAIN-THE-TRAINER



INTRODUCTION

There is more to training than being able to “tell” or “inform” learners. Knowledge of the subject alone does not guarantee effective training. For delivering effective training sessions, content experts need to know how to :

- Prepare a session plan
- Deliver a lecture

SMR's High Impact Train-The-Trainer workshop aims to help trainers learn the skill of helping people learn faster, easier, and more effectively.

DESIGNED FOR

This workshop is designed for those whose roles require them to help people learn, such as :

- New training professionals
- Occasional trainers
- Subject matter experts

(The workshop is for technical and non-technical professionals.)

COMPETENCIES ADDRESSED

Training small groups

WORKSHOP OBJECTIVES

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

- Identify stages in the ADDIE model
- Identify and use Palan's 5 I's
- Prepare session plans
- Prepare visuals
- Deliver information and skills based sessions

MODEL REFERENCE

- ADDIE Model
- Palan's 5 I'sel

LEARNING APPROACH

Practical sessions with lectures, small group activities, and opportunities for participants to develop their skills through exercises. Each participant will present a short training session that will be videotaped and reviewed by facilitators and peers.

DURATION

3 Days

COURSE OUTLINE

Learning Objectives / Expectations

MODULE 1

Train-The-Trainer 101

- Introduction to Training and Development
 - The Essentials
 - ADDIE Model
 - Understanding the Adult learner
- Session Models
 - Information based
 - Skills based

MODULE 2

Preparing to Train

- | | |
|------------------------|-----------------------|
| a. Learning Objectives | b. Session Plans |
| ■ Performance | ■ Choice of Content |
| ■ Conditions | ■ Activities |
| ■ Standards | ■ Scheduling |
| c. Visuals | d. Logistics |
| ■ PowerPoint | ■ The Training Room |
| ■ Flipcharts | ■ Seating Arrangement |
| | ■ Environment |

MODULE 3

Delivering the Training

a. Trainer Led Instructional Methods

- Lectures / Discussions
 - Demonstrations
- b. FUN Tools
- Tools for spicing up your instruction
- c. Palan's 5 I's
- Introduction content
 - Involving Learners
 - Interactive learning Environments
 - Instructional Strategies
 - Intensifying Retention

MODULE 4

Practising to become a trainer

- Skills Practice

ABOUT THE TRAINER

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

About The Trainer



Karen Ong CITD (UK), DTM (UK), ATP

Introduction

Karen is a trained trainer with over twenty years of experience - helping people learn and perform.

Speaking Style

She leads her workshops with her personal brand of motivation and passion which helps to ignite and accelerate learning and retention.

Professional Experience

Karen is Director & Vice President of SMR Learning & Development Sdn Bhd. She manages the training division and conducts training programmes.

Initially, she started her career in human resources and marketing with a Fortune 100 automobile company in Singapore. After moving to Malaysia, she joined a public listed television company. Her experiences have included administration, human resources and business development.

Practice

Karen runs many training programmes but specialises in the areas of:

- Train-The-Trainer
- The Creative Trainer
- The Magic of Making Training Fun!!
- Games Trainers Play
- Presentation Skills

Education

Karen has successfully completed the following courses:

- SMR Accredited Trainer Programme
- Certificate in Training Practice, U.K. with a membership from the Institute of Personnel & Development, United Kingdom.
- Diploma in Training from IAM (UK)
- Certified instructor for the Zenger-Miller Frontline Leadership (USA).

Conferences

Karen has trained extensively in Asia – Malaysia, Singapore, Indonesia, Taiwan, Japan, Philippines, Hong Kong, Vietnam and India. She has appeared on television programmes and presented at the 2000 American Society of Training and Development International Conference & Exhibition.

Personal

Karen, a Malaysian lives in Kuala Lumpur, Malaysia with her family.

More details

E-mail : karen@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 Train-The-Trainer**
- April 7 - 9, 2009 Fee : RM 2,495.00
- 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 :



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

www.smrhrgroup.com