WAY TO BECOME A PROFESSIONAL TRAINER

In a competitive global market, a key difference between universi- ties selling the same product or service is the caliber of their respective workforces. Integrating training and development into the processes of performance and people management, and measuring the effect on capacity and competence are relatively new approaches.

Course Objective

Upon the completion of this two-day training, participants are expected to:

- ☑ Demonstrate skills associated with good training to enhance the learning environment
- ☑ Apply curriculum design as a process to develop learning situations that will improve the Attitude, Skills, and Knowledge of participants
- ☑ Develop creative training materials to enhance the learning environment for training interact effectively with participants to maximize the learning experience
- ☑ Use a variety of proven training techniques to enhance instructional material and in-class learning.

Course Structure

The certificate course in Professional Training of Trainers spent approximately 16 hours OR is offered 2 days. The course is based on a participatory, active learning approach, and group discussions. An Action Guide for this training course, by Mr. SI Len, General Manager of Tang Bun Chheng – ("TBC"). Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

Who Should Attend?

This course is designed for skills development persons who are handing training processes in the workplace.

Course Outline

Module 1: OVERVIEW OF TRAINING

- Definition of Training
- Benefits of Training
- •Teacher / Trainer / Facilitator
- Characteristics and Roles of a Professional Trainer
- The Essential Skills Needed to Perform the Tasks

Module 2: PLANNING FOR THE PROCESS OF TRAINING

- Principles of Adult Learning
- Competency-Based Training
- Training Needs Analysis (TNA)

Module 3: PLANNING & DESIGNING TRAINING

- Specify Content and Learning Sequence
- Decide on Learning Methods
- Prepare Training Materials
- Produce Plan / Program
- Creating a Training Plan
- Designing Training Programs
- Writing Learning Objective

Module 4: DETERMINING PARTICIPATORY TRAINING TECNIQUES

- The Learning Pyramid
- The Best Training Methods

Module 5: DEVELOPING TRAINING MATERIALS

- Facilitator Guide
- Learner Guide
- Session / Lesson Plan
- Visual Aids
- Setting up the Training Room

Module 6: DELIVERING TRAINING

- Presentation Skills
- Encourage Trainees and Give Feedback
- Asking Questions
- Handling Answer

Module 7: FEEDBACK & EVALUATION

- Evaluating Your Training Session