



## PSMB CERTIFICATION PROGRAM

# 5 Days Train-the-Trainer

### PROGRAM OVERVIEW

This training program has been designed for managers, executives, trainers, instructors, team leaders, supervisors in organization who wish to provide structured, training and conduct relevant and fair assessments in their organization 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

### 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

### PROGRAM OUTLINE

Module	Topic
1	Plan Adult Learning
2	Conduct Training Need Analysis (TNA)
3	Design Competency-Based Training Program
4	Conduct Competency Based Training Program
5	Assess Participant's Competence

### WHO WILL BENEFIT

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

Short lecture, group discussion, presentation, role-play and skill practice during the training program.

#### Program conduct by:

- CEDR Corporate Consulting Sdn Bhd has been appointed by Pembangunan Sumber Manusia Berhad (PSMB) since 2005 to be the training provider to conduct the Train The Trainer program.
- More than 800 participants have benefited from our flagship program PSMB Train the Trainer from different Business Sectors.

For further enquires or to register, kindly contact us at 03-33447310 / [lgrouplearning@cedr.com.my](mailto:lgrouplearning@cedr.com.my)

### PROGRAM SCHEDULE

Time	Day 1	Day 2
<b>Morning 1</b> 9.00-10.30am	Introduction to Train-the-Trainer program <b>Module CT1: Plan Adult Learning</b> <ul style="list-style-type: none"> <li>• Characteristics of a competent trainer</li> <li>• Trainer's self-concept</li> </ul>	<b>Module CT2 (cont'd)</b> <ul style="list-style-type: none"> <li>• Methods of collecting data</li> </ul>
<b>Morning 2</b> 10.45 – 1.00pm	<ul style="list-style-type: none"> <li>• Trainer's training style</li> <li>• Adult learning theory</li> <li>• Learning styles</li> <li>• Training approaches for learning styles</li> </ul>	<ul style="list-style-type: none"> <li>• Identifying the gap</li> <li>• Identifying training solutions</li> <li>• Reporting Training Needs Analysis findings</li> </ul>
<b>Afternoon 1</b> 2.00 – 3.30pm	<b>Module CT2: Conduct TNA</b> <ul style="list-style-type: none"> <li>• Training Needs Analysis process</li> </ul>	<b>Module CT3: Design Competency Based Training Program</b> <ul style="list-style-type: none"> <li>• Competency based approach to program designing</li> </ul>
<b>Afternoon 2</b> 3.45 – 5.00pm	<ul style="list-style-type: none"> <li>• Scope of Training Needs Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace standards</li> </ul>

Time	Day 3	Day 4	Day 5
<b>Morning 1</b> 9.00-10.30am	<b>Module CT3 (cont'd)</b> <ul style="list-style-type: none"> <li>• Trainee characteristics</li> </ul>	<b>Module CT5: Assess Participant's Competence</b> <ul style="list-style-type: none"> <li>• Plan assessment</li> </ul>	<b>Module CT4 (cont'd) (Practical)</b> <ul style="list-style-type: none"> <li>• Apply presentation skill</li> <li>• Facilitate training activities</li> </ul>
<b>Morning 2</b> 10.45 – 1.00pm	<ul style="list-style-type: none"> <li>• Pre-requisites</li> <li>• Learning outcomes</li> <li>• Content and Sequencing</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare knowledge assessment tools</li> <li>• Prepare skills assessment checklist</li> <li>• Conduct assessment</li> <li>• Report on assessment</li> </ul>	<i>(Practical – cont'd)</i> <ul style="list-style-type: none"> <li>• Apply presentation skill</li> <li>• Facilitate training activities</li> </ul>
<b>Afternoon 1</b> 2.00 – 3.30pm	<ul style="list-style-type: none"> <li>• Training resources</li> </ul>	<b>Module CT4: Conduct Competency Based Training Program</b> <ul style="list-style-type: none"> <li>• Prepare session plan</li> </ul>	<ul style="list-style-type: none"> <li>• Providing learning support</li> <li>• Managing difficult situations</li> </ul>
<b>Afternoon 2</b> 3.45 – 5.00pm	<ul style="list-style-type: none"> <li>• Training methodology</li> <li>• Review training design</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation skills</li> <li>• Questioning skills</li> <li>• Feedback skills</li> </ul>	<ul style="list-style-type: none"> <li>• Training arrangements</li> <li>• Overall Summary</li> </ul>