



CERTIFIED PROFESSIONAL TRAINER
2 – 4 JULY 2018
HOTEL ARMADA, PETALING JAYA



The Certificate in Training provides participants with a solid foundation in understanding the strategic role of training within an organization as well as the step-by-step approach of developing and delivering effective training programs. This practical course involves a range of learning activities with emphasis on ‘demonstration role-play’ presentation using questioning, feedback and facilitation techniques to stimulate participation and deal with difficult participants. The program is designed to:

- Provide basic qualification and recognition as professional trainer
- Develop knowledge, skills and expertise in the organizational development and the training cycle within an organisation
- Develop knowledge and skills in conducting training needs analysis, development of training documentation and training evaluation
- Demonstrate knowledge and skills in adult learning, training designs that facilitate active learning and presentation skills for training at the workplace

WHO SHOULD OBTAIN THIS CERTIFICATION?

Organizations are encouraged to provide formal certification for executives /team leaders / supervisors / managers as well as staff who are required to train others in the course of their work.

COURSE STRUCTURE, OBJECTIVES AND ASSESSMENT:

Participants will attend 14 hours of training, program structure comprising five (5) integrated modules:-

MODULES	OBJECTIVES	HOURS
ORGANISATIONAL DEVELOPMENT & INSTRUCTIONAL DESIGN	<ul style="list-style-type: none"> ➤ Overview of Organisational Development ➤ Understanding Instructional Design – ADDIE Model ➤ Understanding Learning Theories <ul style="list-style-type: none"> ○ Pedagogy and Andragogy ○ Behaviorist, Cognitive, Constructionist ○ Principles of Adult Learning 	<p align="center">4 Hours</p> <p align="center">Mrs. T.Rani Nathan</p>
TRAINING CYCLE & TRAINING NEEDS ANALYSIS	<ul style="list-style-type: none"> ➤ Comprehensive knowledge on the steps involved in a Training Cycle ➤ Knowledge on the step-by-step process of the Training Needs Analysis (TNA) ➤ Understanding the competency analysis and training intervention required. ➤ Developing the Training Objectives, Learning Outcomes & Content 	<p align="center">4 Hours</p> <p align="center">Mr. K.Sri Vahlsan</p>

PROGRAM DESIGN & DEVELOPMENT	<ul style="list-style-type: none"> ➤ Develop instructional strategies <ul style="list-style-type: none"> ○ Program Design using adult learning principles ○ Kolb's learning styles and experiential learning ➤ Develop Lesson Instruction <ul style="list-style-type: none"> ○ Program plan & schedule ○ Presentation methodology ○ Media / visual aids ○ Training Environment 	8 hours Mrs. T.Rani Nathan
PRESENTATION SKILLS	<ul style="list-style-type: none"> ➤ Trainer 5 step competencies ➤ Delivering the training <ul style="list-style-type: none"> ○ Public speaking skills ○ Vocal projection ○ Body language ○ Facilitation skills 	4 hours Mrs. T.Rani Nathan
TRAINING EVALUATION	<ul style="list-style-type: none"> ➤ Understanding the Kirkpatrick 4 levels of Evaluation ➤ Assessment of Trainer Skills <ul style="list-style-type: none"> ○ Role Play & demonstration presentations ○ Assignment on Program Delivery & Development 	4 hours Mrs. T.Rani Nathan & Mr. K.Sri Vahlsan
TOTAL HOURS		24 HOURS

The course is highly participative and practical in nature. A range of learning methods will be used which are designed to combine sufficient theory and practice. Assessments will be continuous for the duration of the program through a combination of:-

- Learning activities structured into the content
- Specific organization-based research assignments
- Formal examinations
- Comprehensive project papers

All modules, learning activities, research assignments, examinations and project papers are designed to ground input material whilst drawing relevance to participant's organization and work functions. This ensures maximum transfer of learning to the workplace.

CERTIFICATION

Certified Professional Trainer will be awarded by the MEF Academy and University Swinburne upon completion of all program requirements.

**REGISTER
NOW!**

CERTIFIED PROFESSIONAL TRAINER

DATE: 2 – 4 July 2018

VENUE: Armada Hotel, Petaling Jaya, Selangor

PRICE: RM 1,500 per-person (MEF Member)

RM 1,600 per-person (Non Member)

(All prices above includes 0% GST)

PARTICIPANT 1	PARTICIPANT 2
NAME:	NAME:
JOB TITLE:	JOB TITLE:
TEL:	TEL:
EMAIL:	EMAIL:
PARTICIPANT 3	PARTICIPANT 4
NAME:	NAME:
JOB TITLE:	JOB TITLE:
TEL:	TEL:
EMAIL:	EMAIL:

PERSON IN CHARGE

Name; Designation;

Company; Address;

Tel.....

Email;

Attached is our cheque no. : _____

payable to :

- Malaysian Employers Federation (Members)
- MEF Academy Sdn Bhd (non-members)

Please fax or email all registration to

Cik Nazlina or Cik Roszanariah

Tel; 03 7955 7778

Fax; 03 7955 1945

Email; nazlina@mef.org.my;roszana@mef.org.my

For further information, please contact;

Cik Nazlina/Cik Zana

Tel: 03 7955 7778

Fax: 03 7955 1945

Email: [nazlina@mef.org.my/](mailto:nazlina@mef.org.my)

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